

# VTAC and the Application Process

## FREQUENTLY ASKED QUESTIONS

### Who is VTAC and what do they do?

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

- University undergraduate courses ('degrees') and selected graduate-entry courses
- Selected TAFE courses
- Selected Independent Tertiary College courses

VTAC also manages:

- Admissions Tests required for certain courses (Special Tertiary Admissions Test 'STAT' and the Australian Law Schools Entrance Test 'ALSET')
- Scholarships applications
- Special Consideration for the Special Entry Access Scheme (SEAS)

### Who can apply for courses through VTAC?

Citizenship and permanent residency requirements apply for course applications through VTAC.

Regardless of your age, if you meet this eligibility, you are able to apply for courses through VTAC.

### Why do I need to apply 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 12 different courses at 12 different institutions. This saves you time having to write 12 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 for who make the decisions. The majority of tertiary courses will only accept VTAC applications.

### What courses do I need to apply directly to the institution?

If a course isn't listed in the *VTAC Guide* or is listed as "Apply: Directly to Institution" then you will need to apply directly to that institution, not through VTAC. VTAC does not manage applications for the following:

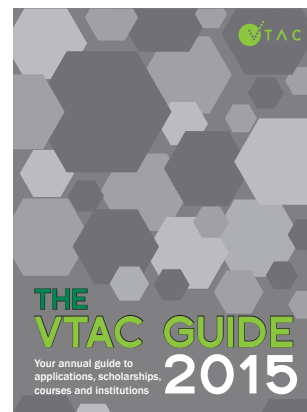
- Apprenticeships and pre-apprenticeships
- Many lower-level certificate courses
- Some courses at Independent Tertiary Colleges
- Many postgraduate courses

All other courses in the *Guide* and on the website require a VTAC application.

### How do I find out about courses?

Thoroughly research courses you are interested in, to make sure that they will meet your goals, by:

- Browsing 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).
- Contacting the institution directly if you have any further questions
- Searching for courses on the VTAC website. This will provide course descriptions, selection requirements and information about applying to the course.



If you are uncertain of course preferences or tertiary pathways once conducting this research or attending open days, you may wish to make a career counsellor appointment. Most TAFE institutes have career counsellors who can assist prospective and enrolled students with educational pathway guidance.

### **I can't find the course I want to apply for in the VTAC Guide. What can I do?**

Check the VTAC website, it is regularly updated with changes, including late course additions and deletions. If you cannot find the course, it may require a direct application – check with the institution for confirmation.

### **How are VTAC applicants identified?**

<b>Year 12 – Y12</b>	<p>Applicants who are currently enrolled in an Australian or overseas Year 12 program (including the IB), with no post-secondary studies; or</p> <p>You have previously attempted or completed an Australian or overseas Year 12 (including the IB) with no post-secondary studies; or</p> <p>You have previously attempted or completed an Australian or overseas Year 12 (including the IB) with post-secondary studies of Certificate I, Certificate II, Certificate III but NOT Certificate IV or above.</p>
<b>Other Non-Year 12 – NY12</b>	<p>You have previously attempted or completed post-secondary study at Certificate IV or above; or</p> <p>Applicants currently enrolled in an Australian or overseas Year 12 study program (including the IB) and have post-secondary studies at Certificate IV or above; or</p> <p>Applicants who have no Australian or overseas secondary studies and no post-secondary studies at Certificate IV or above.</p>

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.

Be sure to check the information relevant to you, sometimes there are different requirements for courses depending on which type of applicant you are.

### **Are Mature Age applicants different?**

Although you may have been out of school for a while, irrespective of age, you may be still considered part of the Year 12 applicant group, (see above) but you can also be considered 'mature aged' if you apply for Category 1 of SEAS.

The VTAC blog "Am I considered mature age? If so, how do I apply?" addresses the "mature age" considerations and includes a recommendation to apply for Category 1 of SEAS (Special Consideration).

[www.vtacmedia.wordpress.com](http://www.vtacmedia.wordpress.com)

### **What is the process of applying for courses through VTAC?**

It is recommended to look at the *VTAC Guide*, it's available from newsagents for \$12.00. You can also look at *CourseSearch* on the VTAC website for free. Both resources describe the application process and list courses that you can apply for through VTAC.

CourseSearch is the most up-to-date resource and will always have updated information on new or cancelled courses, course descriptions and selection criteria.

Then follow these steps to register and apply:

- Register on the VTAC website ([www.vtac.edu.au](http://www.vtac.edu.au)) to receive a VTAC ID and select a PIN. There is no cost to register.

Once you have registered, login to your VTAC account to:

- Submit a course application
- Pay the processing fee
- Apply for Scholarships
- Apply for special consideration, including mature age entry, via the Special Entry Access Scheme (SEAS)
- Book to sit the Australian Law Schools Entrance Test (ALSET) or the Special Tertiary Admissions Test (STAT) – only if it is a selection requirement.
- Submit a Personal Statement – only if it is a selection requirement.

After applying for courses, you may need to:

- Send certified copies of documents to VTAC (e.g. results from previous study)
- Send supporting information for SEAS or Scholarships application

Hint: Print cover sheets from your user account to accompany any documentation you send to VTAC.



## What are Selection Requirements?

Some courses have Selection Requirements in order to be considered for a course. Examples of Selection Requirements include: submitting a personal statement, attending an interview, sitting an admissions test, submitting a portfolio, submitting a course-specific supplementary form. Selection Requirements are listed in the course entries on *CourseSearch* on the VTAC website or in the *VTAC Guide* and are compulsory.

## What is the Selection Criteria?

These are factors taken into consideration during selection. They include the following:

### Prerequisites

Prerequisites are Year-12 subjects or prior study that must be completed in order to be considered for a course. Prerequisites are specified in the course entries on the VTAC website.

If you haven't completed them in year 12, you still may be able to demonstrate the required competence (for example, by acquiring equivalent knowledge in an overseas year 12, or from TAFE 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, which can act as a pathway into the course you want.

### Selection requirements

Compulsory requirements in order to be considered for selection into the course. It is important to check the information carefully, because failure to complete these may make your application ineligible and you can't be considered for a course.

Selection Requirements are listed in the course entries on *CourseSearch* on the VTAC website or in the *VTAC Guide* and are compulsory. Some examples include: submitting a personal statement, attending an interview, sitting an admissions test, submitting a portfolio, submitting a course-specific supplementary form.

### Additional considerations

Other factors that the institution may consider as part of your application. They are not compulsory, but may contribute to you being considered.

### Enrolment considerations

Are activities, or legal requirements an applicant may if they are successful in obtaining a position in the course.

## What if I don't have my Year 12 or the required prerequisite subjects?

If you don't have an ATAR/ENTER from a previous year 12 or if your ATAR/ENTER is not high enough to meet the 'clearly-in', selection officers may look for other evidence of your academic potential. This can include equivalent overseas year 12 study, grades achieved from tertiary study (the Grade Point Average, or GPA) or from an Admissions Test, such as the STAT.

If you don't meet course requirements you may need to consider studying the prerequisite VCE Year 12 subject or a pathway course so that you meet prerequisites for the future.

## What if I have completed my education overseas?

Your overseas education is relevant to Australian selection officers. The *VTAC Guide* explains the type of evidence required and how to submit it.

## What is the Personal Statement?

Many applicants may be required to complete a Personal Statement as a Selection Requirement. This provides an opportunity to let course selection officers know more about you and your suitability for the courses you have selected. 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 it through your user account and can edit it right up to the deadline. The Personal Statement usually requires some thought, so don't leave it to the last minute!

For some tips, see the VTAC blog "What's a Personal Statement and should I fill one out?"

[www.vtacmedia.wordpress.com](http://www.vtacmedia.wordpress.com)

Hint: Check the selection requirements and additional considerations to find out if you need to complete a VTAC Personal Statement.

## What are the 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, ALSET, UMAT, ISAT, VETASSESS and others (see the 'Admissions Tests' Tab on the VTAC website).

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

If you are required to sit an admissions test, it will be listed this under the Selection Requirements of the course entry.

You can book the STAT and/or ALSET through your VTAC user account.

## 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. The ATAR is used to rank students studying year 12 in order for institutions to make selection for courses.

Someone who has recently achieved an ATAR (but is not currently studying year 12) may have their ATAR considered by selection officers when applying for a course.

## How can I apply for scholarships?

Scholarships can be applied for through your VTAC user account. Once you have completed your registration, scholarships can be accessed and submitted up until the closing date of Friday 17 October 2014.

Supporting documentation needs to reach VTAC by that closing date in order for you to be considered.

Your ability to apply for scholarships is not limited to VTAC, but may also be available directly through institutions, search their websites for more information.

## How can I obtain special consideration for hardship?

The Special Entry Access Scheme (SEAS) is for applicants who have experienced educational disadvantage. A number of institutions participate and there are five categories of consideration – not all are applicable to everyone.

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

Some SEAS categories require you to submit supporting documentation. SEAS applications close on Tuesday 7 October 2014 and all supporting documentation must reach VTAC by this date.

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

VTAC applications for 2015 courses open on Monday 4 August 2014.

Timely applications are \$42.00 (if you are not currently enrolled in the VCE or IB) and close on Tuesday 30 September 2014.

Late applications are \$93.00 and close on Friday 7 November 2014.

Very Late applications are \$119.00 and close on Friday 5 December 2014.

If you have paid your application processing fee, you can still make changes to your undergraduate preferences right up until Friday 5 December 2014.

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

## Can I change my application?

Some parts of the application can be changed; this includes your personal details, course preferences and the personal statement. Most can be changed up to the final closing date, however some courses have early closing dates and cannot be added after 30 September 2014.

Negotiated offers can be a way to apply for a course that you didn't list it on your application, or if you have received an offer, for a course listed lower on your preference list. They occur after Round 1 offers in January 2015.

See the VTAC Guide for more information on changing your application.

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

The majority of course offers are made in January 2015. These are called 'Main Round' or 'First Round' offers. A second round of offers will be made in February. Early Round offers are made for a limited number of courses, to applicants who are not currently enrolled in VCE, Interstate Year 12 or the IB and who have registered, applied and paid their Timely application processing fees. Early Round offers are made in November 2014.

## How can I get further assistance with my VTAC application?

Answers to most questions can usually be found in the VTAC Guide 2015 or on the VTAC website. You can ask a question on the VTAC blog, [www.vtacmedia.wordpress.com](http://www.vtacmedia.wordpress.com), or 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 or call into the office in South Melbourne. Please be aware there may be a waiting time around closing dates.

*Last updated: 11.09.2014*



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

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