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ABC of Applying 2018

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The VTAC App

Information on courses, institutions, your offers and ATAR in your pocket



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What are the options?

Higher education or VET?

There are two tertiary education sectors in Australia: higher education and vocational education and training (VET).

Higher education

Higher education is what most people think of as 'going to uni', but there is a bit more to it than that. Universities are the main providers of higher education courses, but many private colleges and a lot of TAFEs also offer them. The standard course in higher education is a three-year bachelor degree, although some bachelors are longer (law and medicine, for example) and some can be taken as double degrees, so you earn two qualifications in less time. There are also a small number of associate degrees, which typically take two years to complete, and diploma courses (not to be confused with VET diplomas) which are often used as a pathway to a bachelor program or studied simultaneously.

Bachelor degrees, associate degrees and diplomas are known as undergraduate courses. Once someone has completed a bachelor – the highest of the undergraduate courses – they become a graduate, and are eligible to apply for postgraduate courses. These include honours years, postgraduate certificates and diplomas, masters degrees and PhDs. (There are also some bachelor-level graduate entry teaching courses listed through VTAC – these are teaching degrees for applicants who already hold a bachelor degree in another field.)

Higher education courses are created by, and unique to, the institutions offering them, so two courses with the same name but offered by different institutions can often be very different. The number of hours in class varies a lot, but courses generally include

some combination of lectures, tutorials (classroom discussions), practical workshops or laboratory classes, online learning and sometimes work placements or internships.

Vocational education and training (VET)

VET courses are designed to provide skills for specific jobs or industries such as trades, hospitality, retail and technology. They are developed in close consultation with industry to ensure that the skills students learn are relevant and up-to-date. Trainees and apprentices ultimately receive VET qualifications, but you can also study a wide range of courses at TAFE institutes, private colleges and dual-sector universities that offer both higher education and VET courses.

The range of qualifications in the VET system include certificates II to IV, diplomas and advanced diplomas. VET qualifications can range from a few weeks or months at the lower levels, through to up to two years for an advanced diploma. In some courses you can progress through each level and exit when you wish.

Unis, TAFEs and private colleges

VTAC lists courses offered by three different kinds of tertiary institutions. How are they different?

Universities

There are eight universities in Victoria, plus campuses for several interstate universities. Universities tend to have at least one large, main campus offering a broad range of courses, plus

Apply through VTAC or apply direct?

While you're searching for courses on CourseSearch, you might notice that some courses are labelled 'VTAC' while others are labelled 'Direct'. If a course is labelled 'Direct', it means that you need to apply directly to the institution rather than through VTAC. Contact the institution to find out how.

a number of smaller campuses that often focus on one or a few particular areas. Many campuses are in the Melbourne metropolitan area, but there are also campuses at regional centres throughout Victoria. Bigger campuses tend to provide a range of services to students such as accommodation, health clinics, shops, cafes, and banking facilities – the biggest ones feel like a small city.

Some universities are dual-sector, meaning that they offer both higher education and VET courses.

TAFE institutes

TAFE stands for 'technical and further education', and TAFE institutes make up a big portion of the tertiary education sector in Victoria. They mainly offer VET courses, although some TAFE institutes also offer a handful of degree courses. Most TAFE institutes have multiple campuses, ranging in size from large to small. Bigger campuses will offer services such as cafes and shops. Courses at TAFE institutes often require more contact hours than university courses, so there is a chance to really get to know the campus community.

Private colleges

There are lots of private colleges offering both VET and higher education courses. They are usually much smaller than universities or TAFE institutes and tend to focus on a particular field, such as hospitality, photography, aviation, information technology or design. Private colleges sometimes don't have a lot of services available on campus but they are often located close to other businesses. Because of the smaller number of students, private colleges can offer a close-knit community.

Am I eligible?

In order to be considered for courses offered through VTAC, you need to meet a number of eligibility requirements.

Residency requirements: you must be an Australian citizen, an Australian permanent resident or a New Zealand citizen. If you are a temporary resident or planning to obtain a student visa, you must be studying an Australian Year 12 (in Australia or overseas) or the International Baccalaureate (IB) in Australia or New Zealand.

Minimum education: Satisfactory completion of the Victorian Certificate of Education (VCE), including Units 3 and 4 in any English, is the minimum requirement for all higher education courses as well as for VET courses at Certificate IV level or higher. The International Baccalaureate (IB) and interstate high school certificates are considered equivalent to the VCE. VET institutions and some higher education institutions will also consider VCAL.

There are no minimum education requirements for Certificates II and III, however institutional requirements and course selection criteria still apply.

Institutional requirements: Some institutions have additional requirements such as English language requirements or a minimum age for entry into their courses. Check the institution pages on the VTAC website for details.

Course selection criteria: Each course has its own selection criteria. You must meet any prerequisites and selection requirements. Completing any additional considerations will also help your application.

Start your (re)search

Where to find courses

VTAC provides a number of ways to find out about courses.

CourseSearch

CourseSearch is available on the VTAC website and lists all of the courses you can apply for through VTAC, as well as some that you can apply for directly. You can use CourseSearch to find courses by institution, campus, qualification level and area of interest, or by searching by keyword. Course entries contain comprehensive information about each course, including what you need to do to be considered for an offer.

Prerequisite and Course Explorer

The **Prerequisite and Course Explorer** is available on the VTAC website and is similar to CourseSearch, with one big difference. It lets you add your VCE subjects to see how they affect your tertiary study options. You can put in one subject to see what courses require it as a prerequisite, or put in your whole VCE program to see what courses you are eligible for.

VTAC app

The **VTAC app** is available through the iOS App Store and Google Play for free. It contains all the information you'll find on CourseSearch and the Prerequisite and Course Explorer, and is updated any time your device connects to the web. You can save courses of interest for offline reading. You can also log in to check your ATAR and offers when those are released.

Other options

You should do as much course research as you can to make sure you are making the right decision. Visit institution websites for more information and go to open days so you can see the facilities and get more information from staff and students. The more information you have, the better!

How does CourseSearch work?

When you go to CourseSearch on the VTAC website or the VTAC app, the first thing you will see is a text box to search for keywords. You can type more than one search term and CourseSearch will look for all of the terms separated by a space.

So searching for "economics Melbourne" will bring up results where the words "economics" and "Melbourne" are found in the parts of the course entry. As well as searching for your keywords in the course and qualification names, CourseSearch will also look in the major studies/ areas of study, and even the name of the institution and campus.

You can also look for parts of words, so searching for "psych" will pick up courses which mention psychology, psychiatry, psychological, and so on.

If you search for a broad term such as "production" or "law", you may get a large number of results, or results which don't seem to match what you're looking for – for example, you may be looking for audio production courses instead of agricultural production, or legal studies courses rather than food safety law. If you get a lot of unexpected results, you can refine your search by changing the terms to be more specific about your area of interest. You can also filter the results using the Advanced Search section.

Advanced Search

Opening the Advanced Search section allows you to filter your search results by institution, campus, area of interest and qualification level. You should use these filters to narrow down a large number of results, or if you have a particular institution or campus in mind.

You can also filter by whether you apply for the course through VTAC, or directly to the institution. By default, CourseSearch will show you both application methods.

Shortlist

If you've gone through the list of courses and find a course you are interested in, you can click on the star icon in the top right corner of the course entry. This saves the course temporarily in your browser, and you can click on "View Shortlist" to check and remove courses from your list. Once you close your browser, your list will be deleted, so if you want to hang on to the list, you can email it to yourself (or someone else like a parent or teacher) by typing the email address above the list and hitting 'Send'. If you're using the app, you can save the shortlist.

Tips

- » If you know the ten-digit course code of a specific course, you can type this into the search field to view that course's details.
- » CourseSearch searches for all the keywords you type, so if you search for "teaching science", the results will list courses that mention "teaching" AND "science". If you get no results, check the spelling and resubmit the search.
- » You can choose whether to search for keywords in the name of the course only, or in the major areas of study as well. It's worth having a look at the results of both options, so you don't miss out on an area or field you want to study when the course is not necessarily named after that area. However if you are getting a very large number of results, searching in the course name only is a good way to refine the list.

Prerequisite and Course Explorer

The Prerequisite and Course Explorer is a version of CourseSearch which allows you to enter the VCE studies in your actual or proposed Year 12 program, to check your eligibility for courses based on their prerequisite studies. To use the Explorer, click on 'Explore Options' on the home page of the VTAC website.

Whole VCE program

With this option, enter a program of Year 12 studies – these can be the actual subjects you are studying, or if you are in Year 10 or 11, subjects you are thinking of taking for the VCE.

Pick the year in which the tertiary courses will commence, so current Year 12 students would select 2018. If you are in Year 10 or 11, choose a later year.

Press the 'list courses' button to see the list of courses you will be eligible for if you successfully complete and pass the studies you have listed. The number of courses will usually be very large, and includes courses with no prerequisite studies.

Comparison

You can save this search profile, and compare it to another search to see the effect of adding or removing studies from your program. For example, removing a study will mean you will no longer be eligible for a course which requires that study as a prerequisite. Conversely, adding a study will add any courses which require that study to the list of courses you are eligible for.

Single VCE subject

If you are studying a particular VCE subject and you want to see a list of courses which list that subject as a prerequisite, choose the 'Single VCE Subject' option.

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Setting up your VTAC account

Before you can apply for courses, you need to set up a VTAC account.

Setting up your VTAC account takes a few more steps than the average online account, but once you're in, you can use it to:

- » apply for courses, SEAS and scholarships, and change your course preferences
- » submit documents required for your applications
- » check your messages from VTAC
- » book a STAT sitting
- » submit a VTAC personal statement
- » manage your contact details and PIN, and
- » view your ATAR and course offers when they come out

As part of setting up your account you will be asked to choose a four-digit PIN and two security questions. VTAC will ask for your PIN to identify you if you make any enquiries over the phone, so make sure you keep it secure.

What you will need

To register for a VTAC account, you will need to provide:

- » your full name, date of birth and contact details
- » any previous names you have used
- » your visa details (if you are not an Australian or New Zealand citizen), and
- » your student number, if you are currently studying an Australian Year 12 or the International Baccalaureate (IB)

Tips

- » Don't use your school email address as they are often closed down after the school year ends. Use a personal email address so you don't miss out on important messages, like offers, in January and February.
- » Keep your login details safe and don't share your PIN with anyone. If you need someone else, such as a parent or guardian, to be able to make enquiries to VTAC on your behalf, you can add them as an authorised nominee at the application stage.

Your student number

VTAC uses the details you enter into your account, including your student number, to identify you in the list of current Year 12 students provided by the VCAA. If any of the details you enter don't match those records, you will receive a message. If that happens, check that you have entered everything correctly. If there is still a problem, check that your full name and date of birth have been recorded correctly at your school. If you still have problems, contact VTAC.

Open Day

Sunday 27 August

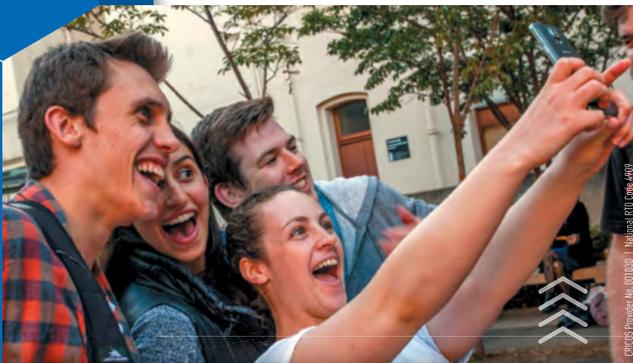
Ballarat campuses: Mt Helen and Camp Street; Berwick Campus and Gippsland Campus.

Info Day

Monday 18 December

Mt Helen Campus (Ballarat), Berwick Campus and Gippsland Campus

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Understanding a course entry

Course Title **Sector**

Qualification/award name: minimum duration

Institution

Campus

Course code

FEETYPE FT/PT VTAC/DIRECT

Course overview

Major studies

Selection criteria

Year 12 applicants (Y12)	Other applicants (NY12)
Prerequisites	
[Redacted]	
Selection requirements	
[Redacted]	
Other selection considerations	
[Redacted]	

You can use VTAC CourseSearch to get a list of courses you might be interested in. If you see a course that you want to apply for, click on the course name to bring up the course details and check the codes, description and selection criteria.

Course codes and fee types

Every course that accepts applications through VTAC has a VTAC course code. Some have more than one. These codes are extremely important when applying for courses.

What are the fee types?

The last digit of the course code (1, 2, 3 or 4) shows you the type of course fees you will be required to pay if you get an offer:

- » codes that end in 1 are government-funded places, so you only pay part of the cost.
- » codes that end in 2 are domestic full fee places, so you pay the full cost.
- » codes that end in 3 are international full fee places, so you pay the full cost.

- » codes that end in 4 are VET courses. You may have to pay full fees or you may be eligible for a government-funded place. Contact the institution for more information.

Why do some courses have no course codes?

If the course does not include any VTAC course codes, it means they accept applications directly to the institution (not through VTAC).

Codes that end in 1 (CSP)

VTAC course codes that end in 1 followed by 'CSP' in brackets, like this: 0987654321 (CSP) are for Commonwealth Supported Places in higher education courses. For these courses you only pay a portion of the cost, known as the student contribution. Student contribution ranges for students commencing in 2018 will be available later this year on the Study Assist website (www.studyassist.gov.au).

HECS-HELP

The Australian Government offers a loan scheme called HECS-HELP that allows eligible students to defer the payment of their student contribution and repay it later through the

taxation system. Students who choose the deferred option are not required to begin re-paying their debt until their income reaches the minimum threshold. For the 2016–17 income year, the compulsory repayment threshold was \$54,869. For more information see the Australian Taxation Office website (www.ato.gov.au).

Codes that end in 2 (DFP)

VTAC course codes that end in 2 followed by 'DFP' in brackets, like this: 0987654322 (DFP) are for domestic full fee places offered by TAFE and independent providers.

FEE-HELP

FEE-HELP is an Australian Government loan for eligible full fee-paying students to help pay their tuition fees for higher education courses. There is a lifetime limit of how much can be borrowed under FEE-HELP. For more information, see www.studyassist.gov.au

Codes that end in 3 (IFP)

VTAC course codes that end in 3 followed by 'IFP' in brackets, like this: 0987654323 (IFP) are for international fee places.

For information about fees and payment options see individual institution websites.

Higher Education Reform Package

At the time of publication, the Australian government has announced a set of proposed reforms in the higher education sector for the 2017–18 budget. If the legislation enacting the reforms is passed by the Senate, there are likely to be significant changes to the levels of student contributions and repayment thresholds, and the eligibility of non-Australian citizens for CSP places.

If the changes are implemented, VTAC will update its website and digital publications with the relevant amendments.

Codes that end in 4 (Fee type determined by provider)

VTAC course codes that end in 4 like this: 0987654324 (Fee type determined by provider) are for places in vocational education and training (VET) courses. Your eligibility for a government-funded place or a full fee place will be determined by the VET provider at enrolment. You may be eligible for government funding if you are under 20 years of age on 1 January in the year you start the course. To check your eligibility see: www.skills.vic.gov.au/victorianskillsgateway

VET Student Loans

VET Student Loans is an Australian Government loan for eligible full fee-paying students to help pay their tuition fees for vocational education and training (VET) courses at diploma level and above. If a course requires you to enrol at a lower qualification level before proceeding to the diploma you may have to pay the full fee up front.

Course selection criteria – what to look out for

In order to be considered for a course you must meet the selection criteria. Course selection criteria are listed in the course information in CourseSearch on the VTAC website. Examples include completing a prerequisite study, submitting an additional form, sitting a test, presenting a folio or attending an interview.

The course entry on CourseSearch contains a summary table listing the selection criteria for the course. If you are not currently studying Year 12, make sure you check whether you are considered a Year 12 or non-Year 12 applicant (see page 14), so that you look at the selection criteria applicable to you.

Prerequisites

Prerequisites are VCE studies (generally Units 3 and 4) you must have completed in order to be considered for the course. For example:

Units 3 and 4: a study score of at least 30 in English as an Additional Language (EAL) or 25 in any other English.

The statement above means that to be considered for this course, you must have completed Units 3 and 4 of English as an Additional Language (EAL) and achieved a

study score of at least 30, or you must have completed Units 3 and 4 of any other English and achieved a study score of at least 25.

Selection requirements

Selection requirements are the things you must do, in addition to submitting your application, to be eligible for the course. Depending on the course, this might mean submitting a folio, or attending an interview, audition or information session. In most cases, these have to be completed before a specified date.

Check your “somes”

While selection requirements are compulsory, in many cases they may only be required for particular applicants. Check the summary table and requirement statement for the word “some” to see if there is an exemption for certain applicants, such as current Year 12 students.

Other selection considerations

Selection considerations are similar to selection requirements except that they are not compulsory. They may offer an opportunity to provide further information for consideration by selection authorities, for

example by filling out a SEAS application or providing details about your work experience.

Other information

Some courses have other requirements which are not used for selection, but may be required to enrol in the course, undertake a placement, or upon completion. These are usually activities or regulatory/legal requirements that need to be completed at the time of enrolment or during the course, for example having a current Police Check and Working with Children Check prior to work placements in a teaching course. You do not need to submit any enrolment considerations with your course application, but you must ensure that you can fulfil the requirements should you be offered a place.

Late applications and change of preference

If you apply late (after 5pm, 28 September) or add courses at Change of Preference, always check the selection criteria and contact the institution to find out if there are any alternative dates for late applicants. If you don't complete requirements on time, your application may not be considered by selection authorities.



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Am I a Year 12 or a non-Year 12?

When you register for a VTAC account, VTAC categorises you as either a:

- » Year 12 applicant, or
- » Other (non-Year 12) applicant.

The reason for this is that institutions sometimes use different selection criteria for Year 12 and non-Year 12 applicants.

Whether you are treated as a Year 12 or non-Year 12 applicant will depend on the highest qualification you have achieved to date. Even if you are not currently studying Year 12, you may still be classified as a Year 12 applicant. It is critical that you know which applicant group you belong to so that you can make sure you meet the course selection criteria that apply to you. If you do not meet the correct selection criteria for a course, your application may not be considered by the institution.

Institutions consider you a Year 12 applicant if:

- » you are currently enrolled in an Australian or overseas Year 12 program (including the IB) with no post-secondary studies, or
- » you have previously attempted or completed an Australian/overseas Year 12 (including the IB) with no post-secondary studies, or
- » you have previously attempted or completed an Australian/overseas Year 12 (including the IB) with post-secondary studies of Certificate I, Certificate II or Certificate III (but NOT Certificate IV or above).

Institutions consider you a non-Year 12 applicant if:

- » you have previously attempted or completed post-secondary study at Certificate IV or above, or
- » you are currently enrolled in an Australian/overseas Year 12 study or program (including the IB) and have post-secondary studies at Certificate IV or above, or
- » you have no Australian or overseas secondary studies and no post-secondary studies at Certificate IV or above.

Find out more

Visit our YouTube channel to watch a video about Year 12 and non-Year 12 applicants, including scenarios to help you work out which group you belong to: www.youtube.com/user/vtacmedia

If you're still not sure, don't worry—once you have submitted your course application VTAC will advise you whether you will be assessed as a Year 12 or non-Year 12 applicant. This advice will be based on your highest qualification.

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How to apply, step-by-step

What you need

To complete your course application, you will need:

- » details of your secondary (high school) studies
- » the name of your school
- » the type of program you did/are doing (VCE, VCAL, IB, HSC, etc)
- » for non-VCE students, your student number and exam details may be required
- » details of your post-secondary studies
- » what, when and where you studied
- » your student number/s, if you have them
- » details of any admissions tests you have taken
- » dates you took the STAT, UMAT, or ISAT tests
- » your candidate number/s if applicable
- » your course preferences
- » contact details and date of birth of your authorised nominee, if you wish to use one.

You will also be asked for some statistical information regarding whether you are an Indigenous Australian or Torres Strait Islander, any disabilities you have and the highest education attained by your parents or guardians. These questions are collected for the Government and do not affect your application.

Tips

- » Want to practise a course application before you do the real thing? Go to www.vtac.edu.au/applying/demos.html to try out demonstration versions. Just remember that the information you enter in a demo is not submitted to VTAC, and is not considered a valid application.

Sections of the course application

Introduction

You will need to read, understand and accept the terms and conditions for submitting a VTAC course application. You should also review the VTAC privacy policy again (which you would have seen when setting up your VTAC account).

Educational history

In this section, you will enter details of your senior secondary schooling (for example VCE, HSC, NCEA, IB, High School Diploma).

If you have attempted or completed any post-secondary (tertiary) study or admissions tests such as the STAT, you can enter these details in this section.

You will then be asked to confirm a summary of all educational history claims you have entered. If there is something wrong or missing, simply use the back button to return to the relevant section and enter the correct information.

Listing courses

You must ensure you meet prerequisites and complete all relevant requirements for the courses you apply for. For details, see the course information in CourseSearch on the VTAC website.

You can submit a minimum of one and maximum of eight undergraduate tertiary courses on your application.

You must list courses in order of preference. The course you want the most should be listed as your number one preference.

Check your codes carefully: some courses have more than one course code, so when adding courses make sure you include the correct code. The wrong code could result in you applying for the wrong course, the wrong campus or the wrong course fees, and missing out on the one you want. It may be easier to select the course from the drop-down menus rather than typing the code.

The codes available to you in the course application are determined by your citizenship or residency.

Fee summary

During the application you will be given a summary of the application processing fee you will need to pay.

Authorised nominee

The application will ask you if you wish to authorise a nominee (usually a parent) so that they can act on your behalf on matters pertaining to your course application. You are not in any way obligated to add a nominee to your application—you are entitled to keep it private.

Statistical information

The last questions are collected for statistical purposes. This information is not connected to your course application, and does not affect selection in any way. It is provided in an aggregated format to institutions and the Department of Education and Early Childhood Development (DEECD).

Submission and payment

Check the summary of your preferences, nominee and statistical information. If this is correct, tick the checkbox and press the submit button.

You will see a summary confirming the information you have entered on your application, with a receipt number. You can print or save this summary, but you

will also receive a copy by email and in the 'Message Centre' in your VTAC account.

Once the application is submitted, a processing fee will be charged. You can pay this straight away, or pay it later using the payment function in your VTAC account. If you don't pay by the deadline, your application will not be forwarded to institutions.

Payment can be made via PayPal, or with VISA or MasterCard credit/debit cards.

Tips

- » The type of course codes you can add to your application depend on your citizenship or visa status as indicated when you created your VTAC account. If your citizenship, residency or visa status change during the VTAC application period, please contact VTAC immediately for advice on updating your information and any preferences you have entered.



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Bachelor of Criminology
and Criminal Justice

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open.edu.au.



Protect your ATAR privacy

Change your PIN

Default PIN

(first four digits of your birthdate)



New PIN

(four secure digits of your choice)



SUBMIT

To access your results you will need to use your VCE student number and results service PIN (the first four digits of your birthdate). To protect the privacy of your ATAR, change your results service PIN in your VTAC account.



Applying for special consideration (SEAS)

SEAS stands for Special Entry Access Scheme, which is the term VTAC uses for special consideration. If something out of your control has affected your studies, like a short- or long-term illness or disability, financial difficulties, or other problems, it's a good idea to apply for SEAS to support your course application.

However, it's not just about life's difficulties – there is a whole section in SEAS that looks at under-represented demographics in courses, and all you have to do to apply is tick a box.

What is considered?

There are four categories in SEAS. You can apply for all the categories that are relevant to your situation. Visit the VTAC website for more information on each category.

Category 1: Personal information and location

This category covers a range of under-represented demographics so institutions can ensure that their students come from a wide range of backgrounds. All of these details can be drawn from your course application so all you need to do to apply is tick a box. The system will determine if you are eligible for any of the sub-categories. However, you should also check the VTAC website to see if individual institutions require any further evidence.

Age

This sub-category mainly applies to mature age students who are returning to study.

Gender

This sub-category is for applicants who are applying for a course that has historically been dominated by applicants from the opposite gender. For example, women applying for engineering courses, or men applying for nursing.

Living or school location

This sub-category is for applicants who live or study in a rural or isolated area.

Non-English speaking background

This sub-category is for applicants who were born outside of Australia in a non-English speaking country, who speak a language other than English at home or who arrived in Australia on, or after, 1 January 2008.

Under-represented schools

Institutions determine which schools are under-represented amongst their students. This may change from year to year.

First in family to attend university

This sub-category is for applicants whose parents did not attend university.

Category 2: Disadvantaged financial background

This category is for applicants who have been prevented from reaching their educational potential because of a disadvantaged financial background.

Category 3: Disability or medical condition

This category is for applicants who have experienced educational disadvantage as a result of any learning, physical, sensory or psychiatric medical condition, illness or disability.

Category 4: Difficult circumstances

This category is for applicants who have been prevented from reaching their educational potential due to difficult circumstances other than those described above, for example, problems at home, a death in the family or other life circumstances.

Does every institution use SEAS?

Not all institutions use SEAS, and different institutions recognise different categories. Visit the VTAC website for more information, www.vtac.edu.au/who/seas/categories

What you need

Depending on which categories you are applying for, you may be asked to provide:

- » details of difficult circumstances
- » details of disability or medical conditions
- » details of financial hardship
- » your Centrelink Reference Number, and/or
- » your income details

Most categories require written statements explaining how you have been disadvantaged. These have strict character limits so it can be a good idea to write a draft before you start.

Providing supporting evidence

Most SEAS categories require supporting evidence that shows how you have been disadvantaged. This may include:

Impact statements

Impact statements are written statements that describe, in your own words, how your education has been affected by disadvantage. The impact statement is an essential and significant part of your SEAS application. Impact statements provide assessors with the information required to understand the effect of the disadvantage on your educational performance. They are submitted as part of your online SEAS application.

Statement of support

You may be required to submit a statement of support from a responsible person, such as your doctor or a teacher. The responsible person must have specific knowledge of your circumstances and be able to describe them. Statements of support may be submitted electronically or mailed to VTAC.

Financial documentation

VTAC can access your Centrelink records electronically. However, if you do not give VTAC permission to do so or you need to provide other financial documents such as payslips, you will need to mail these to VTAC.

Special consideration programs other than SEAS

Some institutions offer special consideration outside of SEAS. For information about other programs see the VTAC website: www.vtac.edu.au/who/seas/other.html

What SEAS won't do

SEAS is designed to make sure institutions get a sense of your full potential, even if you have experienced difficulty during your education. If you apply for SEAS, you still need to meet the course selection criteria. And if you are granted special consideration it does not guarantee you an offer.



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CUA Creative Arts & Culture Training Package RTO 20306



www.footscrayfilms.com.au



Prerequisite and Course Explorer

Not sure what you're eligible for? Enter your VCE subjects into VTAC's Prerequisite and Course Explorer to see which courses you can study.

Free online at vtac.edu.au



Applying for scholarships

Many institutions offer scholarships to applicants to help them with their study costs. Some scholarships are awarded based on academic achievement, however there are also lots of access and equity and Commonwealth scholarships available.

Should you apply for a scholarship?

Don't try to second guess whether or not you will be eligible for a scholarship. Simply complete the online form and let the system do the sorting.

If you are submitting a course application it is worth submitting a scholarship application as well—you may be eligible for more than you think.

Finally, you do not need to submit a course application through VTAC to be able to submit a VTAC scholarship application—you may be currently enrolled (or deferred) in a relevant course.

What kinds of scholarships are there?

Scholarships are awarded on a range of factors which are not limited to academic achievement.

Institutional access and equity scholarships

Scholarships determined via the VTAC Scholarship Application may be awarded to students with financial difficulties, Indigenous Australians and other equity and access groups as defined by each institution.

Commonwealth scholarships

For information on Commonwealth scholarships, please refer to the links below:

- » Student Start-Up Scholarship—www.humanservices.gov.au/customer/services/centrelink/student-start-loan
- » Relocation Scholarship—www.humanservices.gov.au/customer/services/centrelink/relocation-scholarship

- » Indigenous Commonwealth Scholarships—www.education.gov.au/commonwealth-scholarships

Merit scholarships

2018 Merit scholarships may be awarded to students for academic achievement if they have completed an Australian Year 12 or the International Baccalaureate (IB) in 2017. To be considered, applicants must apply for courses through VTAC but do not need to lodge a VTAC Scholarship Application. Where an institution offers merit scholarships, students who have listed that institution on their course preference list and met any additional course or institutional eligibility will automatically be assessed by that institution.

What do I need to do to apply for scholarships?

Create a VTAC account

Before you can apply for scholarships, you must create a VTAC account (see page 9).

To access the scholarship application you must log in to your VTAC account using your VTAC ID and PIN.

Fill in and submit a Scholarships application

To open the application, select 'Scholarship application' in your VTAC account.

Scholarship application checklist

As part of your scholarship application you may be asked to provide:

- » details of financial circumstances
- » your Centrelink Reference Number, and/or
- » your income details

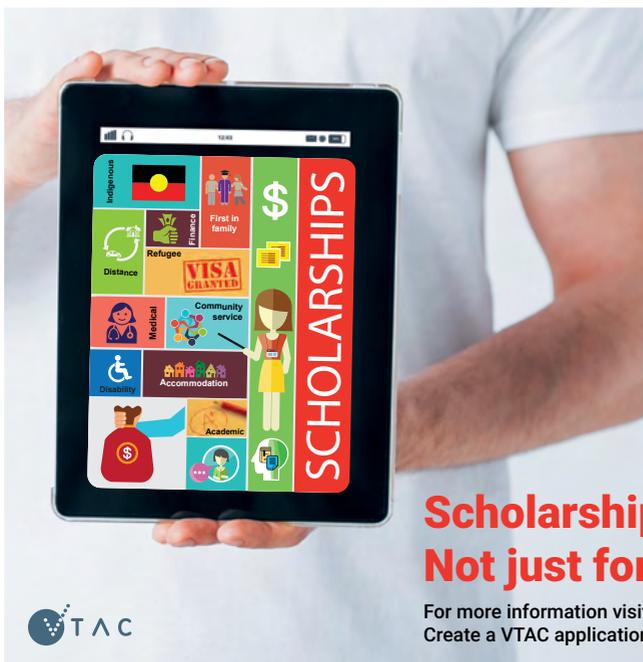
Most categories require written statements explaining how you have been disadvantaged. These have strict character limits so it can be a good idea to write a draft before you start the application.

Provide supporting evidence

You may be required to provide supporting evidence such as impact statements, statements of support or financial documentation to complete your scholarship application. See the SEAS section (page 19) for more information about supporting evidence.

Higher Education Reform Package

At the time of publication, the Australian government has announced a set of proposed reforms in the higher education sector for the 2017–18 budget. If the legislation enacting the reforms is passed by the Senate, there may be changes to the scholarship systems. If the changes are implemented, VTAC will update its website and digital publications with the relevant amendments.



Did you know that you can apply for hundreds of scholarships just by submitting one application?

**Scholarships.
Not just for high achievers.**

For more information visit: www.vtac.edu.au/scholarships
Create a VTAC application and apply today.



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DESIGN



FILM



GAMES



WEB & MOBILE



CRICOS: 00312F | RTO: 0273

Questions about your VCE Results and ATAR?

Call the Post Results and ATAR Service for expert advice. The Service is run jointly by VTAC and the VCAA, so whether your query is about your ATAR or your VCE results (or both), you can get all the answers in one place.

(03) 9032 1717 (metropolitan callers)
1800 653 080 (freecall)

You can also contact the Post Results and ATAR Service by email: pras@edumail.vic.gov.au.

The Post Results and ATAR Service will be available from Friday 15 December, when results are released. Check online for operating hours.



Results and ATAR

Current Victorian Year 12 students

Your VCE study scores, ATAR and VTAC scaled study scores will be available to you via the internet. All current VCE students will receive a statement of VCE study scores from the VCAA. However, only students who have applied for courses through VTAC this year and have paid their VTAC processing fees will be sent an ATAR statement in the mail.

How to access your results

To view your results online you will need your VCE student number and VCE results service PIN.

Online: resultsandatar.vic.edu.au

Protect your privacy—change your PIN

In order to ensure that your privacy is protected, VTAC strongly recommends that you change your VCE results service PIN. This PIN defaults to the first four digits of your birthdate and not the PIN you have chosen for your VTAC account.

If you don't change this PIN, anyone with knowledge of your VCE student number and birthdate will be able to access your ATAR and VCE results.

You can change your VCE results service PIN in your VTAC account. This PIN will work with all results and ATAR services.

Need help understanding your VCE results or ATAR?

If you are confused about your VCE results, ATAR or scaling, the Post Results and ATAR Service (PRAS) can help with expert advice.

For more information:

- » visit the PRAS blog at resultsandatar.wordpress.com
- » phone (03) 9032 1717 or the toll free number 1800 653 080, or
- » email pras@edumail.vic.gov.au

Notional ATAR

The following current Year 12 students will be issued with a notional ATAR (printed statements will only be issued to VTAC applicants):

- » VCE students, who have at least one Northern Hemisphere VCE study included in the calculation of the ATAR, and
- » Victorian IB students who sit the GAT.

All other applicants

In most cases it is not necessary for you to send in evidence of your results as part of your application, because VTAC can access many results electronically. If you need to send anything you will be told during the application process.

VTAC CourseSearch

Search for your dream course!

Check course selection criteria, including selection requirements and prerequisite studies.

Search by course name, qualification level, and area of interest.

Narrow your search by choosing institution or campus location.

Create a shortlist to keep track of the courses that interest you.



GUARANTEED ENTRY INTO LA TROBE UNIVERSITY

Explore your options latrobemelbourne.edu.au/vtac-applications

CRICOS Provider Code La Trobe Melbourne 03312D; La Trobe University 00115M. LTM170418-1142_0517_AW

Dates and fees 2017/18

Course applications	Open	Close	Fees
Timely course application	7 August (9am)	28 September (5pm)	\$35.00 Currently enrolled Year 12 ¹ timely processing fee \$53.00 All other applicants timely processing fee
Late course application	28 September (5.30pm)	3 November (5pm)	\$103.00 (All) Late processing fee
Very late course application (not available for graduate-entry teaching courses)	3 November (5.30pm)	8 December (5pm)	\$134.00 (All) Very late processing fee
Post main round applications	check www.vtac.edu.au/dates		
Mid-year 2018 application	Mid April 2018 (TBC)	Early June 2018 (TBC)	TBC
Northern Hemisphere VCE application	check www.vtac.edu.au/dates		TBC
Payments			
Payment deadline ² for early offers in Nov 2017		1 November (5pm)	refer to fees above
Payment deadline ² for graduate-entry teaching offers in Jan 2018		27 November (5pm)	refer to fees above
Payment deadline ² for early international VCE offers in Dec 2017		12 December (4pm)	refer to fees above
Payment deadline ² for all other course preference offers in Jan 2018		18 December (4pm)	refer to fees above
Late payment to be considered for graduate-entry teaching supplementary and subsequent offers in February 2018	11 Jan 2018 (9am)	7 Feb 2018 (5pm)	\$53
Late payment to be considered for undergraduate and graduate entry (other) supplementary and subsequent offers in February 2018	17 Jan 2018 (9am)	7 Feb 2018 (5pm)	\$53
Change of preference			
Undergraduate and graduate entry (other) course	7 August (9am)	3 November (4pm)	no fees
Graduate-entry teaching courses	7 August (9am)	27 November (4pm)	no fees
International VCE applicants	7 August (9am)	15 December (4pm)	no fees
Undergraduate and graduate-entry (other) course	20 November (10am)	20 December (12pm)	no fees
Undergraduate, graduate-entry (other) and international courses	4 January 2018 (10am)	4 January 2018 (4pm)	no fees

Change of preference will be open at specific times throughout January and February 2018.

VTAC Personal Statement and supporting documentation³ for course applications

Submission date to be considered for early offers		28 September (5pm)	no fees
Submission date for supporting documentation for graduate-entry teaching courses		8 November (5pm)	no fees
Submission date to be considered for all other offers		8 December (5pm)	no fees
Final submission date VTAC Personal Statement edits for round 1 offers		2 January 2018 (5pm)	no fees
Special Entry Access Scheme (SEAS)			
SEAS application and supporting documentation	7 August (9am)	10 October (5pm)	no fees
Mid-year 2018: SEAS application and documentation	Mid April 2018	Early June 2018	no fees
Scholarships			
Scholarship application and supporting documentation	7 August (9am)	13 October (5pm)	no fees
Admissions tests			
	Open	Close	Fees
Bookings for Multiple Choice Special Tertiary Admissions Test (STAT) Workshops Workshop 1: Saturday 9 September; Workshop 2: Friday 6 October; Workshop 3: Saturday 7 October; Workshop 4: Saturday 11 November Bookings for Written English Special Tertiary Admissions Test (STAT) Workshops Workshop 1: Sunday 10 September Workshop 4: Sunday 12 November	7 August	1: 6 September 2: 4 October 3: 4 October 4: 8 November	\$175.00 Full-day workshop \$98.00 Half-day workshop Payment is due by the closing date for booking
Bookings for October sittings	1 August (9am)	11 October (5pm)	\$103.00 STAT Multiple Choice and \$103.00 STAT Written English booking fee ⁴
Final payment date for October sittings		11 October (5pm)	
Results for October sittings available online	7 November (2pm)		
Bookings for November sittings	1 August (9am)	22 November (5pm)	See fees above
Final payment date for November sittings		22 November (5pm)	
Results for November sittings available online	2 January 2018 (2pm)		
Mid-year 2018: Bookings for mid-year sittings	Mid April 2018 (9am)	Late May 2018	TBD
Mid-year 2018: Final payment date for mid-year sittings available in January 2018 from www.vtac.edu.au/dates		Late May 2018	
Mid-year 2018: Results for mid-year sittings available	Mid June 2018 (2pm)		
VCE results and ATAR			
	Online	Post⁵	Fees
Closing date for change of address to receive ATAR statement by mail (Victorian CY12 only)		11 December (5pm)	no fees
VCE results and ATAR	15 December (7am)	20 December	no fees
IB Notional ATAR	4 January 2018 (10am)	10 January 2018	no fees
Northern Hemisphere notional ATAR	June/July 2018 (TBC)	June/July 2018 (TBC)	

Permissions for offers ⁷	Graduate-entry teaching applicants	All other applicants	Fees
Last date to change permission to publish offers	5 January 2018 (12pm)	11 January 2018 (12pm)	no fees
Last date to change permission to receive supplementary offers	18 January 2018 (12pm)	7 February 2018 (10am)	no fees
Offers emailed to applicants	Email ⁶	VTAC account opens	Fees
Early offers ⁸	17 November	17 November (2pm)	To be considered for offers, you must pay your course application processing fee on time.
International VCE early offers ⁹	20 December	20 December (2pm)	
International offers	9 January 2018	9 January 2018 (2pm)	
Round 1 offers for graduate-entry teaching courses	10 January 2018	10 January 2018 (2pm)	
Round 1 offers for all other courses	16 January 2018	16 January 2018 (2pm)	
Round 2 offers for graduate-entry teaching courses	19 January 2018	19 January 2018 (2pm)	
Round 2 offers for all other courses	2 February 2018	2 February 2018 (2pm)	
Supplementary offers	February 2018	February 2018	
Mid-year 2018 – Offer rounds	Late June 2018	Late June 2018	
Northern Hemisphere VCE offers	check www.vtac.edu.au/dates		
Document requests	Standard fee ¹⁰	Express fee ¹¹	International fee ¹²
Replacement ATAR statement	\$25.00	\$35.00	\$45.00
Replacement ALSET result statement	\$25.00	\$35.00	\$45.00
Replacement STAT result statement	\$25.00	\$35.00	\$45.00

All fees are in Australian dollars and include GST.

¹ A current Year 12 student is defined as a student currently enrolled in a standard Australian Year 12 (in Australia or overseas) or IB in Australia or New Zealand. Examples include: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, and WACE. If your Year 12 is not listed, contact VTAC to find out whether it is recognised as a standard Australian Year 12.

² Only applications paid by this date will be forwarded to institutions to be considered for offers.

³ Date by which your documentation must reach VTAC to guarantee consideration for offers. Documentation received after this date will be provided to institutions, however consideration is not guaranteed.

⁴ **Booking fee:** A booking fee is applicable for each test booked.

⁵ **Post:** Delivery outside metropolitan Melbourne may take longer.

⁶ **Email:** Email addresses can be updated in the VTAC account.

⁷ Permissions are accessed via the VTAC account.

⁸ **Early offers:** Early offers are only available to applicants not currently studying a standard Australian Year 12. To be considered you must apply during the 'Timely application' period and submit your payment and any supporting information by the early offer dates.

⁹ **International early offers:** Only available to applicants currently studying the VCE. To be considered you must submit your payment by the international early offers deadline. Not all institutions participate in the international early offer round.

¹⁰ **Standard fee:** For documents mailed to your Australian address by standard post.

¹¹ **Express fee:** To receive a document on-the-spot (at the VTAC office) or mailed to your Australian address by express post. Requests must be received before 1pm for next-day delivery.

¹² **International fee:** For documents mailed to an international address.

Changed your mind? Change your preferences!



Straight away

As soon as you've submitted your course preferences, you can go right back in to change your preferences through your VTAC account. You can keep doing this as many times as you like, free of charge, until the closing date.



After VCE Results and ATARs are released

After you get your ATAR, you can go back and add, remove, or rearrange your preferences. Most offers are made in the first round of offers, so get your preferences right by the end of the year to maximise your chances for the course you want

Note: Some courses with early closing dates cannot be added at this point.



After offers come out

You can also change your preferences between offer rounds, but not every course will still be available. It's important to remember that the majority of offers are made in the first round, so this is a backup option only



How will you choose where to study?

- ↔ Compare institutions...
- ↔ Review student experiences...
- ↔ Learn about job outcomes...

Visit www.qilt.edu.au



Change of preference

If you change your mind about the course you want to study or get different Year 12 results to what you were expecting, don't worry—you can still change your course preferences. All applicants have this option.

What is change of preference?

During specified periods you will be able to add, remove or re-order your course preferences in your course application.

If you are a current Year 12 student, change of preference can be a safety net to ensure that you have made realistic decisions based on your results.

You may also want to change your preferences if you have changed your mind about which course you most want to study, if a new course has become available and you would like to add it to your preference list, or if a course you had applied for has been cancelled and you want to replace it in your preference list.

There is no cost involved in changing your preferences. As long as you pay your course application processing fee, you can change your preferences as much as you like within the specified periods.

How to change your course preferences

To change your course preferences, log in to your VTAC account and follow the prompts.

You can add, delete or re-order your preferences using the up and down arrows.

Some courses do not accept new course applications after a certain date, so check the course description and selection criteria carefully for any new courses you want to add.

You will also need to make sure you meet the selection requirement for any new courses you add. If you have missed a selection requirement deadline contact the institution to see if you can still apply.

Offers and enrolment

Getting your offers

When offers are released, you can view your offers in your VTAC account. For release dates and times, see page 29.

Round 1 and Round 2 offers may also be published by newspapers (in print and/or online) with your permission. You give this permission either at the time of applying, or later in your VTAC account.

You can receive a maximum of one offer per offer round (except in the supplementary offer round where you may receive multiple offers).

Accepting an offer

To accept an offer you must enrol in the course. Enrolment procedures will be outlined in your offer message. You should only enrol in one course and in some cases you may be required to attend in person at a specific date and time.

Your specific enrolment instructions will be in your offer message (or in an enrolment pack sent by the institution), however, generally enrolment is held in the last weeks of January (for Round 1 offers) or second week of February (for Round 2 offers).

If you are unable to attend at these times you should check with the institution whether you can enrol online, or if someone you choose can enrol on your behalf.

Tax File Number

You must provide your tax file number (TFN) to your institution when you enrol. If you don't have a TFN, you should apply for one through the Australian Taxation Office (ATO): <https://www.ato.gov.au>

All offers are provisional

Any offer you receive is subject to you:

- » meeting eligibility requirements
- » having provided full and correct information on your VTAC application, and
- » attending enrolment at the date and time specified in your offer message.

Otherwise, your offer may lapse or be withdrawn.

If you didn't get the offer you wanted...

Around 80 per cent of offers are made in Round 1, so some courses still have places available after this round of offers is complete. Where there is more than one round of offers, applicants are still eligible to be offered any courses that are higher on their preference list than the offer received in a previous round.

If you have received an offer for a course that is not your first preference (and that preference is still the course you most want to do), you can leave your preferences as they are and wait to see if you get an offer for that or another higher course.

If you have changed your mind you may wish to change your preferences.

Change of preference between offer rounds

Once you have received an offer you cannot delete that course from your preferences, however you can move it up or down your list, change the order of your other preferences or add new courses for consideration in subsequent offer rounds.

Don't forget to list courses in the order you would most like to study them, with the course you most want to get into at the top.

Didn't get any offers?

Supplementary offers

Some institutions may make supplementary offers after Round 2 if they have places available.

You may receive supplementary offers if you:

- » have not received an offer listed on your course preferences, and
- » have given VTAC permission to release your application to all courses with vacancies.

You give this permission either at the time of applying, or later in your VTAC account. Supplementary offers will be processed weekly.

If you receive two or more offers at the same time, you will need to choose which offer to accept—you should not accept more than one offer.

Didn't apply?

If you didn't apply through VTAC during the main intake (between August and December 2017) there are still several opportunities to apply for a course commencing in 2018.

Post main round applications will open in January 2018—check www.vtac.edu.au/dates later in 2017 to confirm the dates and times.

Mid-year applications for courses commencing in the middle of 2018 are open from April to June 2018.

Northern Hemisphere timetable

VCE graduates who studied under a Northern Hemisphere timetable in 2017–18 are advised to check www.vtac.edu.au/dates for updates regarding tertiary offers in 2018.



Australian Government

Study Assist



How will you pay for your study?

Visit studyassist.gov.au first!

Before you apply for a uni or VET course, you will need to make some important decisions. Visit *Study Assist* to find out:

- ✓ if you meet the criteria to get financial assistance
 - ➔ *your citizenship, residency and tax file number are important*
- ✓ where you can go to get subsidised university places (CSPs) and HELP loans
 - ➔ *check out the list of approved providers*
- ✓ what you can be doing now to get ready
 - ➔ *read the 5 top tips for transitioning to tertiary study*

Understand how VTAC works



Research courses

Use CourseSearch to browse through over 1700 courses to help you find those that suit you best! Make sure you check prerequisites and selection requirements.



Learn the process

Read up on the process on the VTAC website: who can apply, eligibility requirements, special consideration, scholarships and the application process.



Create an account

Ready to apply? You'll need to create an account on the VTAC website. Once you've done that you can log in to apply for courses, special consideration and scholarships.



Apply for scholarships

There are lots of different scholarships and they are not all for academic achievement. You might be eligible for more than you think!



Apply for special consideration (SEAS)

If your education has been affected by circumstances outside your control, you can apply for special consideration through SEAS.



Apply for courses

You can apply for up to 8 courses. Don't worry if you change your mind – you can change them throughout the application period.



Complete the selection requirements

Each course has its own selection criteria. Make sure you meet the requirements for your courses and complete any tasks listed.



Get your ATAR

If you're in Year 12 this is when your results will be released as well as your Australian Tertiary Admission Rank (ATAR).



Make final changes

Log in to your VTAC account to change your preferences or update your personal information.



Stay updated on:
New and cancelled courses
Important dates
Helpful advice and tips!

Connect with VTAC

Like us on Facebook: facebook.com/vtacguide
Follow us on Twitter: [@vtacguide](https://twitter.com/vtacguide)
Visit our website: vtac.edu.au



Find out about offers

Offers are sent to your email and released via your VTAC account at different times (known as offer rounds). Check the VTAC website for dates.

VTAC resources

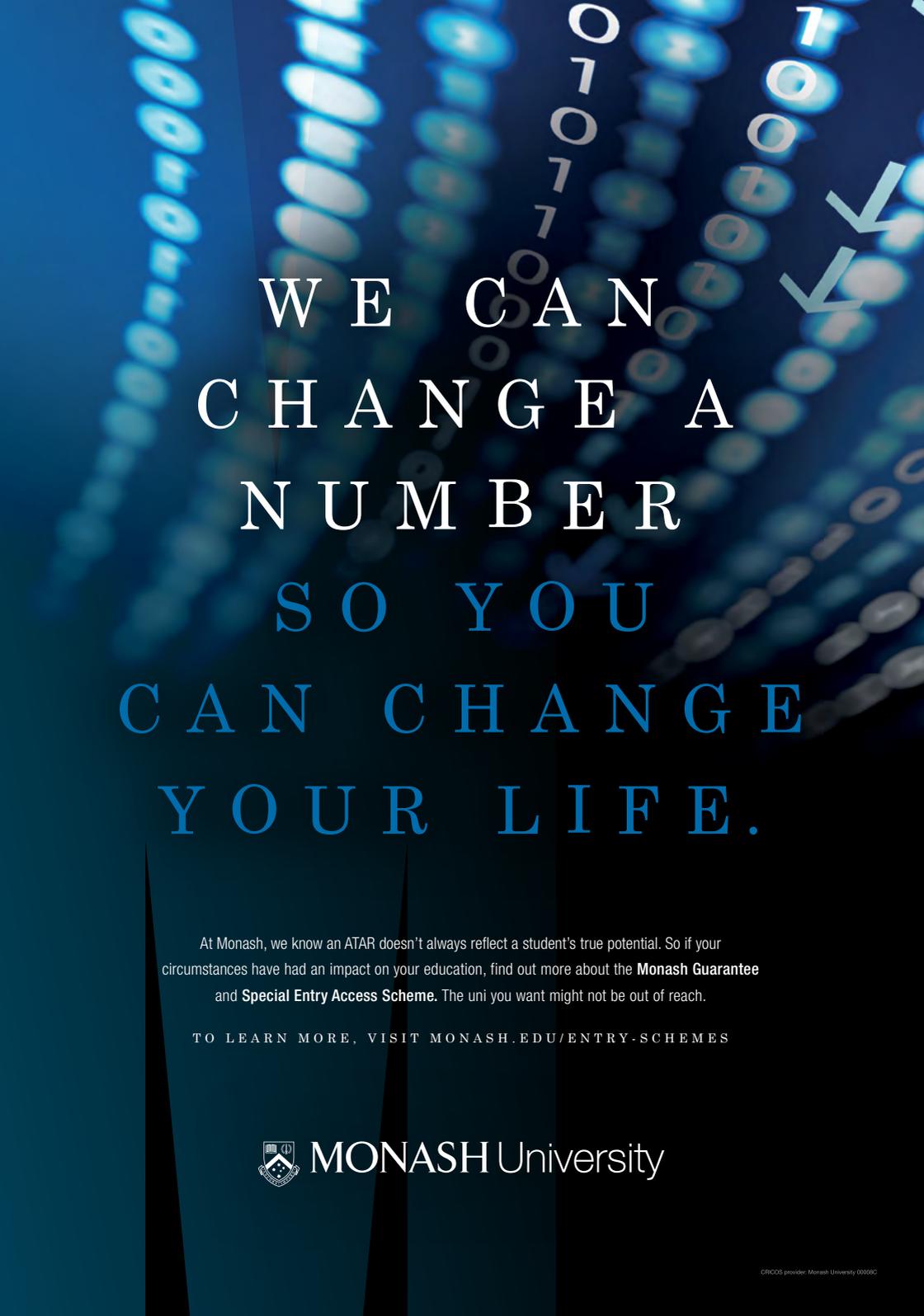
Courses and general information	
VTACmag	Available from newsagents (RRP \$7.95), and as a digital magazine on the iOS App Store and Google Play Store (\$4.49).
CourseSearch	Search for courses on the VTAC website (www.vtac.edu.au)
VTAC App	Available from the Apple App Store and Google Play (free)
Course updates	Posted to CourseSearch, the VTAC Gazette, and www.vtac.edu.au/courses-inst/courseupdates.html
Social media	
Facebook	Connect with VTAC on Facebook: www.facebook.com/vtacguide
Twitter	Follow VTAC on twitter: @vtacguide
YouTube	View our informational videos: www.youtube.com/user/vtacmedia
Other publications and resources	
ABC of Scaling	A step by step explanation of how the ATAR is calculated and why studies are scaled. Available October 2017 from www.vtac.edu.au/publications
ABC of Offers	A step by step explanation of how the offer system works, with information about offer rounds, course fee types and supplementary offers. Available November 2017 from www.vtac.edu.au/publications
Video: Which type of applicant am I? Year 12 or non-year 12	Available from www.youtube.com/user/vtacmedia
Video: Change of preference	A short video outlining how to change preferences on the course application. Available from www.youtube.com/user/vtacmedia
Information sessions	VTAC runs a number of regional information sessions for prospective applicants including current Year 12 students and their families.

Contacts and other resources

Australian Taxation Office	Personal tax enquiries: 13 28 61 or www.ato.gov.au
Department of Education and Training	General Enquiries: 1300 566 046 or www.education.gov.au
Disability Support Services	Email: ndco@industry.gov.au or www.education.gov.au/ndcoprogramme
Further Education and Training	Telephone: (03) 9637 2000 or www.education.vic.gov.au/training
Study Assist	Telephone: 1800 020 108 or TTY: 133 667 (ask for 1800 020 108) or www.studyassist.gov.au
Victorian Curriculum and Assessment Authority (VCAA)	Telephone: (03) 9032 1700 or www.vcaa.vic.edu.au Email: vcaa@edumail.vic.gov.au

Glossary

Australian Tertiary Admission Rank (ATAR)	Is the overall percentile ranking reflecting comparative performance amongst the relevant age group in a given year. It allows tertiary institutions to compare students who have completed different combinations of Year 12 studies.
Campus	Is the location and grounds of an institution.
Commonwealth Scholarships	Are offered by the government for educational and/or accommodation costs.
Commonwealth Supported Place (CSP)	Is a place in a degree course subsidised by the Australian Government.
CourseSearch	Is a function on the VTAC website that allows you to search or browse through courses at universities, TAFEs and independent tertiary colleges.
Prerequisites	Are VCE studies that Year 12 students must complete for entry to a course.
Quota	Is the number of places available in a course.
Selection criteria	Include multiple factors considered for selection of all applicants to a course rather than selection based on the ATAR alone. For example interviews, prerequisites, audition, folio presentations, additional forms.
Special Entry Access Scheme (SEAS)	Is an umbrella program of special consideration for entry to tertiary courses at participating institutions.
Subject bonus	Are additional bonus points for undertaking VCE studies that are relevant to a particular course.
VCAA	The Victorian Curriculum and Assessment Authority is the government body that administers the VCE and VCAL.
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education
VCE study score	Is calculated by the VCAA showing how well you have performed in a Unit 3 and 4 VCE study compared to everybody else in Victoria who took that study.
VTAC	Victorian Tertiary Admissions Centre
VTAC scaled study score	Is the VCE study score after it has been scaled for inclusion in the ATAR.
VTAC account	Is the secure section of the VTAC website where you apply and access your application information and other services.



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