THE VTAC GUIDE 2013
Your annual guide to applications, scholarships, courses and institutions
The Victorian Tertiary Admissions Centre (VTAC) is the central office that administers the application processes for places in tertiary courses, scholarships and special entry access schemes at university, TAFE and independent tertiary colleges in Victoria (and a few outside Victoria). VTAC receives and forwards application information and supporting documentation to the relevant authorities at institutions.

VTAC is not a selection authority, does not determine the selection criteria used by institutions and does not decide who will receive an offer. All decisions about which applicants are offered a place are made by the course selection authorities at institutions.

After selection decisions have been made by the course authorities at institutions, VTAC sends offer letters to successful applicants on the institutions’ behalf.

**VTAC also:**

- calculates and issues the ATAR for VCE students;
- co-ordinates sittings for Special Tertiary Admissions Test (STAT) and Australian Law Schools Entrance Test (ALSET);
- provides telephone and online information and enquiry services for applicants;
- publishes a range of guides to tertiary study;
- provides timely information to assist applicants via its social media networks, WordPress, Facebook and Twitter
- conducts information sessions for secondary school students and their parents, careers teachers and adults returning to study.

VTAC is not a government body – it is funded by participating institutions and processing fees paid by applicants.

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**PUBLISHED BY:**

*Victorian Tertiary Admissions Centre (VTAC)*

40 Park Street

South Melbourne VIC 3205

1300 364 133 (TOLL FREE)

www.vtac.edu.au

**EDITING AND LAYOUT:** Information and Publishing Services, VTAC

**DESIGN:** Victorian Tertiary Admissions Centre (VTAC)

**PRINTER:** Blue Star Group Limited

*Bulk copies of this guide must be ordered through newsagents, not VTAC.*
### Dates and fees

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| SEAS application and supporting documentation | 6 August (9am) | 9 October (5pm) | no fees |
| Mid year SEAS application and documentation | 7 June 2013 (5pm) | no fees |

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<td>Results for October sittings available online</td>
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<td>$25.00</td>
<td>$35.00</td>
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**Fees:** All fees are in Australian dollars and include GST.

1. You are considered ‘Current Year 12’ if you are currently enrolled in a standard Australian Year 12 or International Baccalaureate in Australia or New Zealand. Examples of standard Australian Year 12 include: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, and WACE. If your Year 12 is not listed here, contact VTAC to find out whether it is recognised as a standard Australian Year 12.

2. When your documentation should reach VTAC to guarantee it will reach institutions in time to be considered for offers. If your documentation reaches VTAC after the closing date, it will be provided to institutions, but there is no guarantee that it will be considered by selection authorities.

3. Final date to pay your course application processing fee. Only paid applications will be forwarded to institutions to be considered for offers. VTAC recommends that you pay early.

4. Booking fee: You will be charged a booking fee for each test you book. If you book two tests you must pay two booking fees. If you book three tests you must pay three booking fees.

5. ONLINE: Dates and times refer to when results/offer messages are available online in VTAC user accounts (www.vtac.edu.au/account).

6. POST: Dates refer to when the majority of results/offer letters will be delivered to postal addresses. Delivery to locations outside metropolitan Melbourne may take longer.

7. Early offers: Only available to non-Year 12 applicants. To be considered for early offers, you must apply during the ‘Timely application’ period and submit your payment and any supporting information by the earlier dates on page 1.

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

9. 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.

10. International fee: For documents mailed to an international address.
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Introduction

This VTAC Guide includes all the information you will need to assist you apply through VTAC for:

- tertiary courses
- Special entry access schemes
- Scholarships

Additionally VTAC administers the booking process for the Special Tertiary Admissions Test (STAT) and the Australian Law Special Entrance Test (ALSET).

Course listings are accurate as of the 4 June 2012. However for the most up-to-date list of courses available at semester one, 2013 go to www.vtac.edu.au/courses/searchfield.html

Course listings for semester two, 2013 will be available from 15 April 2013.

As well as applying for courses through VTAC, this Guide also includes course listings for courses that accept direct applications (only).

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 currently studying an Australian Year 12* or International Baccalaureate in Australia or New Zealand. *For example: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, WACE.
- an international student currently enrolled at The University of Melbourne applying to transfer to another course at The University of Melbourne.

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

Can I apply if I’m in Year 12?

Yes, you can apply for courses through VTAC if you meet any of the citizenship/residency requirements above.

Can I apply if I’m not in Year 12?

Yes, you can apply for courses through VTAC if you meet any of the citizenship/residency requirements above. You should also check entrance requirements to see if you are eligible for entry to the courses you are interested in.

Can I apply if I’m mature age?

Yes, you can apply for courses through VTAC if you meet any of the citizenship/residency requirements above.

Some institutions provide consideration for mature age entry; however, the age requirement and policies for mature age entry differ across institutions. If you would like to apply for mature age consideration, you can complete Category 1 of the Special Entry Access Scheme (SEAS) application (in addition to your VTAC course application). To find out which institutions recognise mature age entry and their age requirements, see SEAS: Category 1 (page 33).

Entrance requirements

There are three levels of requirements you must meet to be considered for a course:

1. tertiary entrance requirements
2. institutional entrance requirements
3. course application requirements

Note: Meeting these requirements does not guarantee you an offer because you will be competing with other eligible applicants.

1. Tertiary entrance requirements

For entry to Vocational Education and Training (VET) courses:

Certificate II, Certificate III:

There are no set minimum tertiary entrance requirements for 2013 entry to Certificate II and III courses in this guide; however, institutional and course requirements still apply.

Certificate IV, Diploma, Advanced Diploma:

- If you are currently studying Year 12 you will meet minimum tertiary entrance requirements for 2013 entry to VET courses if you achieve satisfactory completion of any of the qualifications listed for Higher Education courses (below) or satisfactory equivalent senior secondary completion such as Senior VCAL (Victorian Certificate of Applied Learning) or literacy requirements as stated in VET Training packages/curriculum.
- If you are NOT currently studying Year 12 there are no set minimum tertiary entrance requirements for 2013 entry to VET courses in this guide; however, institutional and course requirements still apply.

For entry to Higher Education courses:

You will meet the minimum tertiary entrance requirements for general entry in 2013 to higher education courses in this guide if you have any of the following:

Current Year 12 qualifications

- VCE (Victorian Certificate of Education): Satisfactory completion of the VCE and Units 3 and 4 English (any)*
  *Any of the four VCE English studies — English, ESL, Literature or English Language — satisfies the requirement for English (any); however, Units 3 and 4 must be completed in sequence and in the same calendar year.
• International Baccalaureate (IB): If you satisfy the requirements for the award of the International Baccalaureate diploma you will meet minimum tertiary entrance requirements Australia wide.
• Australian Year 12: If you meet minimum tertiary entrance requirements for all institutions in your home state, you will meet minimum tertiary entrance requirements for all institutions in Victoria.

Notes:
• For the Australian Tertiary Admission Rank (ATAR) calculation and university admission under the home state rule, Northern Territory and South Australia are combined and treated as a single entity. The eligibility requirements applied to students presenting the SACE will be applied to students presenting the NCEA.
• An English study is required for entry to many courses.
• Only some Higher Education providers will consider senior secondary completion such as Senior VCAL. Check with individual institutions for their entrance requirements.

Previous Australian Year 12 qualifications
If you previously qualified for tertiary entrance under any circumstances or any provision contained in a previous VTAC publication, you will meet the minimum tertiary entrance requirements for 2013. Examples include:
• if you completed HSC in 1985 with four Group 1 studies (including English);
• if you matriculated in 1967 with four studies including English Expression.
Note: Only some Higher Education providers will consider senior secondary completion such as Senior VCAL. Check with individual institutions for their entrance requirements.

Previous Australian tertiary admission
If you were previously admitted to tertiary study at Certificate IV level or higher, you will meet the minimum tertiary entrance requirements for 2013. Examples include:
certificate IV, diploma, advanced diploma, associate degree and degree courses.

Overseas qualifications
You will meet minimum tertiary entrance requirements in Victoria if your overseas qualifications are assessed by VTAC as comparable to the required Victorian qualifications. For a list of overseas qualifications that meet minimum tertiary requirements in Victoria, see Overseas qualifications on the VTAC website (www.vtac.edu.au).
Note: Assessments are based on information from organisations including the National Office of Overseas Skills Recognition (NOOSR), the Victorian Curriculum and Assessment Authority (VCAA) and other tertiary admissions bodies.

VTAC will advise institutions of the level of the award in terms of the Australian Qualifications Framework according to NOOSR guidelines. The individual course selection officers will then assess whether your particular level of achievement is suitable for entry into that course.

Special consideration
If you don’t meet tertiary entrance requirements
If you don’t meet the tertiary entrance requirements listed above, have had difficulty meeting them or have not studied for the past few years, you may consider pathways and preparatory programs or applying for special consideration such as Special Entry Access Scheme (SEAS) (see page 29).

Additional institutional entrance requirements for courses through VTAC
Some institutions also have specific entrance requirements in addition to minimum tertiary entrance requirements. For further information:

<table>
<thead>
<tr>
<th>Australian Maritime College</th>
<th>Contact AMC on 1800 030 277 for specific information institutional entrance requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.latrobe.edu.au/international/apply/how-to/english">www.latrobe.edu.au/international/apply/how-to/english</a></td>
</tr>
<tr>
<td>Monash College</td>
<td><a href="http://www.monashcollege.edu.au/courses/diplomas/arts.html">www.monashcollege.edu.au/courses/diplomas/arts.html</a></td>
</tr>
<tr>
<td>Navitas College of Public Safety</td>
<td><a href="http://www.ncps.edu.au">www.ncps.edu.au</a></td>
</tr>
<tr>
<td>Photography Studies College</td>
<td><a href="http://www.psc.edu.au/courses/full">www.psc.edu.au/courses/full</a> time</td>
</tr>
<tr>
<td>Qantm College</td>
<td><a href="http://melbourne.qantm.com/en-gb/content/2545/Entry_Requirements_-_Domestic">http://melbourne.qantm.com/en-gb/content/2545/Entry_Requirements_-_Domestic</a></td>
</tr>
<tr>
<td>SAE Institute</td>
<td><a href="http://melbourne.sae.edu/en-gb/content/112/Entry_Requirements_-_Domestic_Students">http://melbourne.sae.edu/en-gb/content/112/Entry_Requirements_-_Domestic_Students</a></td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td><a href="http://www.swinburne.edu.au/vtac/non-year12.html">www.swinburne.edu.au/vtac/non-year12.html</a></td>
</tr>
</tbody>
</table>

For entry into Graduate-entry teaching courses

English language requirement for Other graduate and Graduate-entry teaching courses
For admission to graduate-entry teaching courses, there is a minimum English language requirement. To meet this requirement, you must be able to provide evidence of one of the following:
• all secondary and tertiary schooling at institutions where the language of instruction and assessment was entirely in English; or,
• six years of full time university study at bachelor degree level (or above) taught and assessed entirely in English; or,
• six years of work experience in communicatively demanding work conducted in English; or,
• a combination of the above tertiary study and work experience totalling six non-overlapping years (e.g. four years tertiary study taught and assessed in English followed by two years work in communicatively demanding English)

• IELTS (Academic) or Internet-based TOEFL results that meet the highest English test requirement of your course preferences. To find the test scores required, see Prerequisites in the graduate entry teaching courses in CourseSearch on the VTAC website: www.vtac.edu.au/courses/searchfield.html
For testing centres and registration information see the IELTS website: www.ielts.org

To find out what evidence you need to supply to VTAC, see Documents required (page 24).

For further information about eligibility requirements for graduate entry teaching courses refer to individual institutional websites:

| Australian Catholic University | Graduate entry teaching | www.acu.edu.au/courses/education/teaching/ |
| Deakin University | Graduate entry teaching | www.deakin.edu.au/arts-ed/education/courses/grad-entry.php |
| La Trobe University | Graduate entry teaching | www.latrobe.edu.au/courses/ |
| Monash University | Graduate entry teaching | http://education.monash.edu.au/students/current/enrolment/first-time/graduate-entry-teaching.html |
| RMIT University | Graduate entry teaching | www2.rmit.edu.au/Courses/pdf/2012_PG_Teaching.pdf |
| University of Ballarat | Graduate entry teaching | www.ballarat.edu.au/schools/education-and-arts/education/prospective-students/programs-and-courses |
| The University of Melbourne | Graduate entry teaching | www.edfac.unimelb.edu.au/mteach/streams.html |
| Victoria University | Graduate entry teaching | www.vu.edu.au/future-students/postgraduate-studies |

Interviews for English language requirements
You may also be required to attend an interview to confirm that you meet English language requirements. Interviews are likely to be held in November, December 2012 or early January 2013. For information about any interviews that you have been asked to attend, you should contact the university.

Still unsure
If you don’t meet the English language requirements (above) or if you are unsure whether you meet them with equivalent studies or tests, you should contact the institutions you are applying to, as soon as possible. Only the authorities at the institutions (not VTAC) can evaluate whether you meet the requirements. Ensure all advice you receive is in writing.

Eligibility for specialist teaching areas in graduate-entry teaching courses
VTAC uses the following broad guidelines to advise selection authorities of the specialist areas for which you may be eligible:

• Primary teaching courses are available to degree (or, in some cases, equivalent diploma) holders from any discipline.

• For secondary teaching courses, some specialist teaching areas require a sub-major while others require a major course of study. Sub-major: A total of half a year of successful full-time higher education study, usually comprising sequential discipline studies taken over two years (e.g. a part in each of the first and second years of study), or equivalent study. In most programs, this equates to four units with no more than two at first year level. Major: A total of three-quarters of a year of successful full-time higher education studies, usually comprising sequential discipline study taken over three years, (e.g. a part in each of the first, second and third years of study) or equivalent study. In most programs, this equates to six units with no more than two at first year level and no less than two units at third year level.

Information is provided by VTAC to institutions on an advisory basis only and is not binding. Once assessed, you can see your specialist teaching areas assessment in your VTAC user account. If you are still unsure of your eligibility for specialist areas, you should contact the institution directly.

For further information:
See The Victorian Institute of Teaching website: www.vit.vic.edu.au/finditfast/Teacher-education-programs/Pages/Assessmentofqualifications.aspx

For entry into graduate courses
For admission to graduate courses, there is a minimum English language requirement. To meet this requirement, you must be able to provide evidence of IELTS (Academic) or Internet-based TOEFL results that meet the highest English test requirement of your course preferences. To find the test scores required, see Prerequisites in the graduate courses in CourseSearch on the VTAC website: www.vtac.edu.au/courses/searchfield.html
For testing centres and registration information see the IELTS website: www.ielts.org

3. Course requirements
Prerequisites and extra requirements
Course application requirements (if any) are listed as Prerequisites and Extra requirements in the course information in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html). You must meet prerequisites and complete all relevant requirements by the dates specified to ensure your application for the course will be considered. Examples include: completing a prerequisite study, submitting an additional form, sitting a test, presenting a folio or attending an interview.
Prerequisites for Graduate and Graduate-entry teaching courses
To apply for Graduate and Graduate-entry teaching courses through VTAC, you must have completed an appropriate undergraduate qualification such as an Australian degree, overseas equivalent or, in some cases, an equivalent university diploma. If you are in doubt, about the suitability of your background, you should contact institutions directly, not VTAC.

Other course requirements

Working with Children Check
A number of courses will require you to have undertaken a Working with Children Check (WWC) prior to enrolling in the course. To find out whether you need to complete this check, see Extra requirements in the course information in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html) or contact the institution.

The Working with Children Check helps protect children from physical and sexual harm. The scheme aims to prevent those who pose a risk to children from working or volunteering with them. For further information about this program go to www.justice.vic.gov.au/workingwithchildren/

Police record check
A police record check may also be required for some courses. To find out whether you need to complete this check, see Extra requirements in the course information in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html) or contact the institution.

Find out more

You can also get detailed course information from institution websites, publications and course information sessions. VTAC recommends you research as much as you can about a course before you apply.

If you are in doubt about your eligibility for any courses you should discuss your individual case with the course advisers at the institution. If you have difficulty fulfilling the requirements or meeting closing dates, you should contact the relevant faculty or department.

Who can apply for courses directly to the institution?

A number of courses listed in this VTAC Guide will accept applications directly to the institution. These courses are clearly identified with an application indicator within the course entry. These courses are included in the course listings on pages 122 to 421 or VTAC CourseSearch at www.vtac.edu.au/courses/searchfield.html

For further information about the eligibility requirements for these courses refer to the institutional information, available at:

<table>
<thead>
<tr>
<th>Institution/Online Store</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Institute of Fitness</td>
<td><a href="http://www.fitness.edu.au/aif-course-info">www.fitness.edu.au/aif-course-info</a></td>
</tr>
<tr>
<td>Billy Blue College of Design</td>
<td><a href="http://www.billyblue.edu.au/enrolment">www.billyblue.edu.au/enrolment</a></td>
</tr>
<tr>
<td>Endeavour College of Natural Health</td>
<td><a href="http://www.endeavour.edu.au/#">www.endeavour.edu.au/#</a></td>
</tr>
<tr>
<td>International College of Hotel Management</td>
<td><a href="http://www.ichm.edu.au/entry/entry-requirements">www.ichm.edu.au/entry/entry-requirements</a></td>
</tr>
</tbody>
</table>

Additionally a number of VTAC institutions that list their undergraduate courses through the VTAC process, have also listed a range of post graduate courses for which applicants can apply directly to the institution. These courses are included in the course listings on pages 122 to 421 or VTAC CourseSearch at www.vtac.edu.au/courses/searchfield.html

<table>
<thead>
<tr>
<th>Institution/Online Store</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Maritime College</td>
<td><a href="http://www.amc.edu.au/postgraduate-courses">www.amc.edu.au/postgraduate-courses</a></td>
</tr>
<tr>
<td>Chisholm</td>
<td><a href="http://www.chisholm.edu.au/Courses">www.chisholm.edu.au/Courses</a></td>
</tr>
<tr>
<td>Deakin University</td>
<td><a href="http://www.deakin.edu.au/future-students/applications-enrolments/applications/postgraduate.php">www.deakin.edu.au/future-students/applications-enrolments/applications/postgraduate.php</a></td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td><a href="http://www.futurestudents.unimelb.edu.au/admissions">www.futurestudents.unimelb.edu.au/admissions</a></td>
</tr>
<tr>
<td>Victoria University</td>
<td><a href="http://www.vu.edu.au/courses/applying/how-to-apply">www.vu.edu.au/courses/applying/how-to-apply</a></td>
</tr>
</tbody>
</table>
Types of applications

VTAC administers three applications: VTAC course application, VTAC scholarship application and Special Entry Access Scheme (SEAS) application. VTAC also takes bookings for admissions tests (see page 51).

A range of courses are also listed for which the applicant may apply directly to the institution.

The VTAC application process

Register for a VTAC user account.
You will be asked to select your own PIN.

Receive your VTAC ID
For current Victorian Year 12 students, your student number will be recorded as your VTAC ID. All other applicants will be allocated a system generated VTAC ID

Login to access and apply using the:
• VTAC scholarships application
• STAT/ALSET booking request
• VTAC course application

Once you have applied for courses you can also:
• Access and apply for special consideration via the Special Entry Access Scheme (SEAS)
• Access and submit your Personal history online

VTAC ID and PIN/VTAC user account

Before you can apply, you need a VTAC ID (identification) and PIN (personal identification number). To get your VTAC ID and PIN, you must register with VTAC.

Once you register, your user account will remain active until the last business day of July 2013.

See a demonstration

You can view a demonstration before you register. The ‘demo’ works just like the real thing, but you won’t be able to save or submit anything you type into the demo, and it won’t give you a VTAC ID or PIN. See Registration demo on the VTAC website (www.vtac.edu.au/demos/rego/).

Tips for your registration

Provide an Australian postal address
If possible, you should include an Australian postal address where you can receive mail. If you list an overseas mailing address, you may not be able to respond in time which may jeopardise the success of your application. If you are an international student, you will also be required to supply your permanent international address.

Choose your own PIN
When you register you will be asked to select your own PIN (personal identification number), and after you register you will receive your VTAC ID (identification).

Keep it safe
Keep your VTAC ID and PIN safe because you will need them to apply and access your information after you apply.

Registered before?
If you registered with VTAC anytime before August 2012, you must register again and use your new VTAC ID and PIN to log into your VTAC user account.

Forgot your ID or PIN?
If you ever forget your VTAC ID or your PIN, you can fill in the online Request for VTAC ID and PIN and it will be sent to the email address you provided when you registered.

Made a mistake?
Don’t register again. If you made a mistake and want to correct your registration details, see Making changes (page 26).
Your VTAC user account
Once you have your VTAC ID and PIN, you can log into your VTAC user account where your information will be securely stored. As soon as you register you can:
- apply for courses
- apply for scholarships
- book admissions tests
- change your address
- change your PIN
- access messages from VTAC

For additional services available after you apply for courses, see page 22.

For additional services available after you book admissions tests, see page 55.

Current Year 12 or non-Year 12?
When you register for a VTAC user account, VTAC categorises you as either a:
- current Year 12 student, or
- non-Year 12 applicant.

The reason for this is that institutions sometimes use different selection criteria for current Year 12 students and non-Year 12 applicants. For information see: Selection criteria (page 19).

Current Year 12 students (CY12)
VTAC considers you a current Year 12 student if:
- you are currently studying VCE (or Adult VCE)
- you are enrolled in at least one Unit 1 and 2 VCE study sequence
- you were enrolled in at least one Unit 3 and 4 VCE study sequence and did not officially withdraw by Monday 30 April 2012
- you are currently studying Senior Level VCAL
- you are currently studying an interstate Australian Year 12 (e.g. HSC, NTCE, QLD Senior Certificate, SACE, TCE, WACE)
- you are currently studying International Baccalaureate (IB) in Australia or New Zealand.

Non-Year 12 applicants (NONY12)
VTAC considers you a non-Year 12 applicant if:
- you are not currently enrolled in any VCE, Australian Year 12 or International Baccalaureate studies in Australia or New Zealand.

For example you will be considered a non-Year 12 applicant if:
- you completed Year 12 in a previous year
- you are currently studying an overseas Year 12 qualification (e.g. A-levels in England)
- you officially withdrew from all VCE Unit 3 and 4 studies by Monday 30 April 2012.

Applications for mid-year
Applications for semester two, 2013 will open with VTAC on Monday 15 April 2013.
To obtain a list of courses offering a mid-year intake go to www.vtac.edu.au and follow the links.
Types of courses and qualifications

VTAC lists courses for vocational education and training (VET) courses (Certificate II to Advanced Diploma) and higher education courses (Associate Degrees to Masters).

All courses are colour coded to assist you to tell the difference between qualification levels.

Vocational education and training (VET) courses

VET courses provide professional and para-professional qualifications with an emphasis on practical skills and vocational pathways to further training, higher education or employment. A wide variety of study areas are offered; each one involving training for expertise in a particular skill area. VET qualifications are designed in close consultation with industry to ensure the training is current and relevant for industry requirements. Class sizes are usually small allowing for individual attention. These courses may be work-based or involve a work placement.

VET courses include certificate II, certificate III, certificate IV, diplomas and advanced diplomas. These courses are included in this guide with the above coloured banner.

Higher education courses

Higher education courses provide professional qualifications with an emphasis on theory and the development of transferable skills. Some courses are vocational, leading to careers in clearly identified areas (e.g. Accounting) while others are ‘generalist’ with no particular vocational skills component. Although courses vary, many higher education courses include formal lectures and tutorials.

Undergraduate

The majority of higher education courses with applications through VTAC are bachelor degrees and a few associate degrees. These courses are included in this guide with the above coloured banner.

Graduate-entry teaching (GET)

Graduate-entry teaching courses require an undergraduate qualification, such as a degree, as a prerequisite. These courses are included in this guide with the above coloured banner.

Other graduate courses

Other graduate courses with applications through VTAC require an undergraduate or VET qualification and/or relevant work experience as a prerequisite. These courses are included in this guide with the above coloured banner.
Finding courses

You can find short course descriptions in this guide and more detailed information, including updates to new and cancelled courses in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html).

Unless cancelled, all courses in this guide will be making offers to eligible applicants for semester one, 2013. A final list of courses taking applications for semester two (mid-year), 2013 will be available from the VTAC website (www.vtac.edu.au) in early April 2013.

Finding courses in this guide

This guide contains all the courses in the VTAC system as at 4 June 2012.

By institution name

Courses in this guide are listed by institution. Institutions are listed in alphabetical order. For a complete list of institutions and page numbers, see pages 3-4.

- **When to use this method:** If you know which institution offers the course you want, you can go straight to the pages for that institution. If you want to explore the range of institutions and courses available, you can browse through all the courses listed for the institutions.

By major study area

The Index of major study areas, at the back of this guide, provides an alphabetical list of categories and the courses that offer major studies related to these categories. Page numbers are provided for each course listed to help you find the course descriptions in this guide. See pages 423-446.

- **When to use this index:** If you don't know the exact name of the course but you have an idea of the type of subjects it might include, you can look up a category and find all the courses across all institutions that offer courses with major studies or study areas that are related to that category.

By specialist teaching area

(for graduate-entry courses)

The Index of specialist teaching areas provides an alphabetical list of all specialist teaching areas and the institutions and campuses that offer them. See page 422.

- **When to use this index:** If you want to find which graduate-entry teaching courses offer the specialist areas you are interested in, this index lists them all on one page. If you want more information about which specialist areas are offered by each course, see the detailed course information in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html).

Finding courses online

For detailed information about all courses (including any new courses, cancelled courses and course changes since 4 June 2012), check the VTAC website (www.vtac.edu.au/courses-inst/courseupdates.html) or subscribe to receive updates via email or RSS feed.

CourseSearch

- CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html) is an online search function, available to everyone, that provides up-to-date detailed course information for all courses with applications through VTAC and some courses with applications direct to the institution, including any changes that may have occurred after this guide was printed.

CourseLink

- CourseLink is an online course and information service for current Year 12 students. It is especially useful for students to find courses for which they meet the prerequisite Year 12 studies.

VTAC blog, Facebook and Twitter

- Check the VTAC blog for the latest information about courses and applications including any changes that may have occurred after this guide was printed, or subscribe to receive updates via email or RSS feed.

For more information and to use these search functions visit the VTAC website (www.vtac.edu.au).
Course codes and course descriptions

Length of study

Courses generally take the following length of time to complete:

- bachelor degrees require at least three years full-time study
- associate degrees require at least two years full-time study
- advanced diplomas require at least two years full-time study
- diplomas require two years of full-time study
- certificate IV courses can be (but are not always) the first year of a diploma
- certificate II and certificate III courses usually require between six and twelve months full-time study.

Full-time

All courses vary in the time commitment they require from students, so it is best to check with the institutions to be clear about what is meant by ‘full-time’. Depending on the content and level of the course, this could be anything between twelve and thirty five contact hours (i.e. hours in tutorials and lectures) per week. In addition to this, you are expected to devote equal time to studying and assignments. Again, this varies from course to course and from subject to subject.

Part-time

Many courses can be studied part-time. Check individual course entries for ‘PTA’ (part-time available) to see if they accept applications for part-time study through VTAC. Otherwise check with the institution to find out if part-time options are available.

Off-campus

A few courses offering off-campus study accept applications through VTAC. Check individual course entries to see if they offer an off-campus option. Otherwise check with the institution to find out if off-campus options are available.

Course codes and fee-types

Every course that has applications through VTAC has a VTAC course code. Some courses have more than one. When you apply for courses, these codes tells VTAC which course, campus and type of course fees you are applying for.

Check your codes carefully: Make sure you are applying for the course, the campus and the fee-type that you want.
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 yet to be decided. Whether you are eligible for a government-funded place or a full-fee place will be determined by the institution when you enrol.

Why do some courses have no course codes?
For courses with no course codes applications should be made directly to the institution. For further information refer to page 23

Why do some courses have more than one code?
If courses have similar codes ending in a different number, it means they may have some government-funded places and some full-fee places, and/or some domestic places and some international places for the same course.

Which codes can I apply for?
The codes available to you in the course application are determined by your age and your citizenship/residency as shown below:

### Higher education courses

<table>
<thead>
<tr>
<th>Citizenship</th>
<th>CSP ending in 1</th>
<th>DFP ending in 2</th>
<th>IFP ending in 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian citizen</td>
<td>✓</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Australian permanent resident</td>
<td>✓</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>New Zealand citizen</td>
<td>✓</td>
<td>✓</td>
<td>×</td>
</tr>
<tr>
<td>Temporary resident</td>
<td>×</td>
<td>×</td>
<td>✓</td>
</tr>
</tbody>
</table>

CSP (Commonwealth supported places), DFP (domestic fee places), IFP (international fee places)

### Vocational Education and Training (VET) courses

<table>
<thead>
<tr>
<th>Citizenship</th>
<th>VGF codes ending in 1</th>
<th>DFP codes ending in 2</th>
<th>Fee type determined by provider codes ending in 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary resident</td>
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</tbody>
</table>

Will obtain a temporary resident/student visa

VGF (VET government-funded places), DFP (domestic fee places).  
age<20: younger than 20 years of age at 1 January in the year you start the course.  
age≥20: 20 years of age or older at 1 January in the year you start the course.

If you are granted permanent residency during the VTAC application period, the codes available to you can be changed. See Making changes (page 26).

### CSP (Commonwealth supported places)

VTAC course codes that end in 1 followed by ‘CSP’ in brackets, like this:

25841 (CSP) are for Commonwealth supported places.  
This means the Australian Government pays the majority of the cost of your place in a higher education course and you are responsible for paying a small portion of the cost, known as the student contribution.

To apply for a Commonwealth supported places you must be:
• an Australian citizen  
• an Australian permanent resident, or  
• a New Zealand citizen.

#### CSP student contributions

Each university or college sets its own student contribution for each unit of study. The amount you pay is calculated based on the units (subjects) of study you undertake. Student contribution amounts may vary between institutions and units but they cannot exceed the maximum amount set by the Australian Government. Units of study are allocated to four bands and the maximum amount your institution can charge you depends on the band. Please note that units of study in the same course may be classified in different bands.

Student contribution ranges are available from [www.studyassist.gov.au](http://www.studyassist.gov.au) The ranges for 2013 will be available later this year.

#### Payment options

For information about payment options including eligibility for HECS-HELP see the Study Assist website ([www.studyassist.gov.au](http://www.studyassist.gov.au)) or call: 1800 020 108.
Your Tax File Number
You must provide your tax file number (TFN) to the tertiary institution when you enrol in a CSP place. To have it available in time for enrolment, apply for your TFN early. See the Australian Taxation Office website (www.ato.gov.au) or call 13 28 61.

DFP (Domestic fee places)
VTAC course codes that end in 2 followed by 'DFP' in brackets, like this:

53382 (DFP)
are for domestic full-fee places offered by TAFE providers and independent tertiary colleges. There is no government contribution for these places and, unless you receive a scholarship, you will be liable for the full cost of the course. Tuition fees and other costs will be determined by the institution offering the course. These fees are calculated based on subjects or units taken and may vary between institutions.

To apply for domestic full-fee places you must be:
• an Australian citizen
• an Australian permanent resident, or
• a New Zealand citizen.

For information about fees and payment options for fee-paying places, see fee information for individual Institutions.

IFP (International fee places)
VTAC course codes that end in 3 followed by 'IFP' in brackets, like this:

90743 (IFP)
are for international fee places. You will be liable for the full cost of the course and required to pay the tuition fee directly to the institution each semester or year.

To apply for international fee places through VTAC, you must be holding or obtaining an Australian temporary resident/student visa and be:
• a current student of a standard Australian Year 12 program (e.g. VCE) or International Baccalaureate in Australia or New Zealand; or,
• an international student currently enrolled at The University of Melbourne applying to transfer to another course at The University of Melbourne.

If you want to apply as an international student but you are not a current student as listed above, you must apply direct to the institution.

For information about fees and payment options for international fee-paying places, see fee information for individual Institutions.

VGF (Vocational Education and Training (VET) government-funded places)
VTAC course codes that end in 1 followed by 'VGF' in brackets, like this:

57391 (VGF)
are for VET government-funded places. This means part of the cost of the course is paid for by the government.

To be eligible for a VET government subsidised place you must be:
• an Australian citizen
• an Australian permanent resident
• a New Zealand Citizen.

In addition to the above residency/citizenship requirements, you must also be under 20 years of age on 1 January 2013 to be eligible to apply for government-funded VET courses using a course code ending in ‘1’.

If you will be 20 years of age or older on 1 January 2013, see Fee Type determined by provider.

For information about fees for government-funded VET places, see the Higher Education and Skills website (www.skills.vic.gov.au).

Fee Type determined by provider
VTAC course codes that end in 4 followed by ‘Fee Type determined by provider’ in brackets, like this:

90744 (Fee Type determined by provider)
means that the institution will determine your eligibility for a government-funded place when you enrol. This is because only people under 20 years of age are automatically eligible for a government-funded place in Vocational Education and Training (VET) courses. If you will be 20 years of age or older on 1 January 2013, your eligibility for a government-funded place cannot be determined when you apply, but will be determined when you enrol.

For information about fees for government-funded VET places, see the Higher Education and Skills website (www.skills.vic.gov.au).

VET courses and fee structures
Please note that the listed VET courses and their fee structures are currently under review following changes introduced by the Victorian Government "Refocusing Vocational Training in Victoria" announced in the 2012-13 State Budget.

As a result some courses currently listed may be cancelled or have their fee structure changed from government subsidised to include a fee to be determined by the Institution.

VTAC will report these changes in the VTAC Bulletin, on the Course amendments file (www.vtac.edu.au/courses-inst/courseupdates.html) and on its social media platforms (Facebook, Twitter and Blog).
Pathways into courses

There is more than one pathway to the qualification you want. Pathways provide a range of entry and exit points to courses. Student movement along pathways and can be achieved in a number of ways including linking existing qualifications. To help you navigate the various pathways and arrangements offered by tertiary institutions see the information below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>For further information about pathway policies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Interactive Entertainment</td>
<td><a href="http://www.aie.edu.au/Melbourne/CampusOverview">www.aie.edu.au/Melbourne/CampusOverview</a></td>
</tr>
<tr>
<td>Australian Catholic University</td>
<td><a href="http://www.acu.edu.au/143751">www.acu.edu.au/143751</a></td>
</tr>
<tr>
<td>Australian College of Sports Therapy</td>
<td><a href="http://www.sportstherapy.edu.au/courses/articulation.html">www.sportstherapy.edu.au/courses/articulation.html</a></td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td><a href="http://www.bhtafe.edu.au/courses/Pages/pathways.aspx">www.bhtafe.edu.au/courses/Pages/pathways.aspx</a></td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td><a href="http://www.csu.edu.au/courses/undergraduate/general_studies">www.csu.edu.au/courses/undergraduate/general_studies</a></td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td><a href="http://www.csu.edu.au/for/tafe-students">www.csu.edu.au/for/tafe-students</a></td>
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<tr>
<td>Chisholm</td>
<td><a href="http://www.chisholm.edu.au/Apply_Now/Pathway_Guarantee">www.chisholm.edu.au/Apply_Now/Pathway_Guarantee</a></td>
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<td>GippTAFE – Central Gippsland Institute of TAFE</td>
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<tr>
<td>Gordon (The)</td>
<td><a href="http://www.thegordon.edu.au/Courses/Pathway">www.thegordon.edu.au/Courses/Pathway</a></td>
</tr>
<tr>
<td>La Trobe University</td>
<td><a href="http://www.latrobe.edu.au/mature-age/apply/pathways">www.latrobe.edu.au/mature-age/apply/pathways</a></td>
</tr>
<tr>
<td>Melbourne Institute of Business and Technology</td>
<td><a href="http://www.mibt.vic.edu.au/apply-today/transfers">www.mibt.vic.edu.au/apply-today/transfers</a></td>
</tr>
<tr>
<td>Monash University</td>
<td><a href="http://www.monash.edu.au/study/pathways/">www.monash.edu.au/study/pathways/</a></td>
</tr>
<tr>
<td>RMIT University</td>
<td><a href="http://www.rmit.edu.au/programs/pathways">www.rmit.edu.au/programs/pathways</a></td>
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<tr>
<td>Sunraysia Institute of TAFE</td>
<td><a href="http://www.sunraysia.edu.au/courses/University-Pathways.aspx">www.sunraysia.edu.au/courses/University-Pathways.aspx</a></td>
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<tr>
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<tr>
<td>University Of Ballarat</td>
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<tr>
<td>University Of Melbourne (The)</td>
<td><a href="http://policy.unimelb.edu.au/UOM0369">http://policy.unimelb.edu.au/UOM0369</a></td>
</tr>
<tr>
<td>Victoria University</td>
<td><a href="http://www.vu.edu.au/courses">www.vu.edu.au/courses</a></td>
</tr>
</tbody>
</table>
Credit transfer

Credit transfer is when a university or training provider allows you to count previous education or training in a similar field or topic towards part of a degree or other qualification. This can reduce the number of subjects you have to do to gain your qualification. You will need statements of academic achievement to support your request for credit.

In addition to local credit transfer arrangements between institutions, Universities Australia has developed national credit transfer guidelines for students moving from VET (Vocational Education and Training) to a related undergraduate university course. Universities that have adopted these guidelines have agreed that holders of a completed diploma in a related area of study will be granted up to 33% credit in a three-year degree, or up to 25% in a four-year degree. Holders of an advanced diploma can obtain up to 50% credit towards a three-year degree, or 37.5% towards a four-year degree. In all cases the actual amount of credit granted is dependent upon the student’s level of achievement in the VET studies and upon the specific composition of the units completed.

For policy guidelines, a list of participating universities and the fields of study covered by the guidelines see the Policies/Programs section of the Universities Australia website (www.universitiesaustralia.edu.au). For more specific course information and to discuss your individual circumstances, check with the institution offering your course of interest.

If you are applying for credit transfer when you enrol, don’t forget to take your transcripts of your previous studies with you to enrolment.

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</tr>
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<td>Australian Academy of Design</td>
<td><a href="http://www.designacademy.edu.au/courses/credittransfer.html">www.designacademy.edu.au/courses/credittransfer.html</a></td>
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<tr>
<td>Australian Catholic University</td>
<td><a href="http://www.acu.edu.au/245658">www.acu.edu.au/245658</a></td>
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<tr>
<td>Australian College of Sports Therapy</td>
<td><a href="http://www.sportstherapy.edu.au/courses/how_to_apply.html">www.sportstherapy.edu.au/courses/how_to_apply.html</a></td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td><a href="http://www.futurestudents.utas.edu.au/tafe-polytech">www.futurestudents.utas.edu.au/tafe-polytech</a></td>
</tr>
<tr>
<td>Bendigo TAFE</td>
<td><a href="http://www.bendigotafe.edu.au/Courses/applications-and-enrolment">www.bendigotafe.edu.au/Courses/applications-and-enrolment</a></td>
</tr>
<tr>
<td>Box Hill Institute</td>
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<tr>
<td>Central Queensland University</td>
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</tr>
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<tr>
<td>La Trobe Melbourne</td>
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<tr>
<td>Navitas College of Public Safety</td>
<td><a href="http://www.ncps.edu.au/forms-policies.html">www.ncps.edu.au/forms-policies.html</a></td>
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</tbody>
</table>
Recognition of prior learning

Recognition of Prior Learning (RPL) is a way of getting any previous relevant experience—working, training, volunteering, including activities in the community—formally recognised towards a qualification. This can be a shortcut to getting a qualification because you will be formally recognised to have completed parts of the training requirements. For further information about the programs are included on each of the following institutional websites.

<table>
<thead>
<tr>
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<tr>
<td>Australian Academy of Design</td>
<td><a href="http://www.designacademy.edu.au/courses/priorlearning.html">www.designacademy.edu.au/courses/priorlearning.html</a></td>
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<td>Australian Catholic University</td>
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<td>Chisholm</td>
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<tr>
<td>Deakin University</td>
<td><a href="http://www.deakin.edu.au/future-students/applications-enrolments/applications/credit">www.deakin.edu.au/future-students/applications-enrolments/applications/credit</a></td>
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<td>GippsTAFE – Central Gippsland Institute of TAFE</td>
<td><a href="http://www.gippstafe.edu.au/prospective_students/skills_recognition_recognition_of_prior_learning">www.gippstafe.edu.au/prospective_students/skills_recognition_recognition_of_prior_learning</a></td>
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<td>South West Institute of TAFE</td>
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<tr>
<td>Southern School of Natural Therapies</td>
<td><a href="http://www.think.edu.au/about-think/think-quality/our-policies">www.think.edu.au/about-think/think-quality/our-policies</a></td>
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</tbody>
</table>
Selection criteria

VTAC does not select applicants nor does VTAC influence decisions made by selection authorities at institutions.

Selection is the responsibility of each institution’s course selection authorities. When considering your application, course authorities take into account published institutional and course entrance requirements, prerequisite studies and methods such as interviews, folios and supplementary forms. For a list of the methods used for selection to a course, see Selection mode in the course information online.

Institutions use a range of selection methods depending on the course and on the educational background of the applicants.

Courses select mainly on educational qualifications and experience. Courses also use additional selection criteria such as interviews, folios, auditions, aptitude and other special purpose tests, personal statements and questionnaires.

VTAC system rules prohibit the use of preference level as a selection criterion.

This means that a selection officer's decision on whether to make you an offer cannot be influenced by where you have placed that course on your preference list.

An institution cannot advise you that you must list their course as a first preference to be eligible for an offer.

Educational qualifications and experience

For students currently studying an Australian Year 12 or the International Baccalaureate this is the ATAR, or equivalent.

For non-Year 12 applicants, Year 12 results and ATAR on their own are generally less applicable and most institutions take into account post secondary studies, tertiary studies and other factors such as employment or community experience.

How the ATAR is used in selection

When the ATAR is used for selection of Year 12 applicants, it is a two-staged process.

First, selection officers identify those applicants who will definitely be offered a place on the basis of their ATAR alone. They also exclude those applicants who have not met the course entrance requirements.

Then selection officers consider the 'middle band' of applicants whose ATAR is not high enough for automatic selection but is above the level that leads to automatic rejection. For these applicants, additional middle band criteria are used. These may include performance in specific studies (including those listed as prerequisites); performance in auditions, interviews, portfolios and aptitude tests; special consideration for disadvantage affecting Year 12 performance or for specific equity groups.
Looking for a holistic and practice based alternative to traditional Counselling and Art Therapy courses? Phoenix Institute of Australia offer a fully accredited Associate Degree and Bachelor of Holistic Counselling, as well as Advanced Diplomas in Transpersonal Counselling and Art Therapy. Courses include subjects like psycho-drama, person-centred counselling, art therapy, Jungian psychology, psycho-spiritual approaches to mental health and hands-on placement experience. These are unique courses for people looking for ways to work with the 'whole person'.

Mid-year intake available  *AUSTUDY APPROVED

- Advanced Diploma of Transpersonal Art Therapy (52454WA)
- Advanced Diploma of Transpersonal Counselling (52453WA)
- Associate Degree of Holistic Counselling V14126*—FEE-HELP
- Bachelor of Holistic Counselling V14125*—FEE-HELP

Learn more at

www.phoenixinstitute.com.au
info@phoenixinstitute.com.au
or call us on 03 9510 4264
How to apply for courses through VTAC

See a demonstration
You can view a demonstration before you start your real course application. The ‘demo’ works just like the real thing, but you won’t be able to save or submit anything you type into the demo. See Course application demo on the VTAC website (www.vtac.edu.au/demos/app/).

How to apply

Check dates and fees
For information about when you can apply and the application processing fee, see Dates and fees (page 1).

Register with VTAC
Before you can apply for courses, you must register with VTAC. If you registered anytime before August 2012, you will need to register again. If you haven’t registered yet, see VTAC ID and PIN (page 9).

Log in
To access the course application you must log into your VTAC user account using your VTAC ID and PIN.

Open the course application
To open the application, select ‘Course application & information’ in your VTAC user account. All course applications through VTAC are submitted online.

Tips for completing your application

Make it accurate
It is your responsibility to ensure that you complete your application accurately, answer all relevant questions and provide the required information. If you provide incorrect information or omit information such as previous studies, you may jeopardise your chance of receiving offers, or any offers you receive may be withdrawn.

Previous studies
In the ‘Year 12’ and ‘Post-secondary’ sections of the course application, you must list all previous studies undertaken in Australia and overseas including all units of Year 12 studies undertaken in previous years and all tertiary studies (including tertiary study this year if you did not officially withdraw by the census date). For information about when evidence of your previous study is required, see Evidence of results (page 23).

Previous names
If you have changed your name or used a different name for any previous studies, you must provide VTAC with details of your previous names when completing your application. For information about providing evidence for previous names, see Documents required (page 24).

Listing courses
You must ensure you meet prerequisites and complete all relevant requirements for the courses you apply for. See Course application requirements (pages 7-8).

You can submit a minimum of one and a maximum of twelve general tertiary courses on your application. If you are applying for graduate-entry teaching, you can include a maximum of four graduate-entry teaching courses, in addition to general tertiary courses (up to a maximum of sixteen courses on your application).

You must list courses in order of preference (i.e. the course you want the most should be listed as your number one preference). If you change your mind, you can add, delete or re-order your courses any time before the closing date.

To add a course, you can either enter the course code (if you know it) or choose the institution and course from a list. You also have the option to view the course information and check that you are selecting the correct course.

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.

Check the course fees: The final digit of the VTAC 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. For information about the different fee-types, see Course codes and fee-types (pages 13-15).

Codes for full time and part time options: For many courses the same course code applies for both full time and part time study methods: to apply for both options, you must only list the course code once. However, some courses have separate codes for full time and part time options: to apply for both options, you must list both codes.

Codes for multiple qualifications: For most courses that list more than one qualification, the same course code applies to all qualifications. To apply for any one of the qualifications listed under this code, you only need to list the course code once. You will determine the qualification at the time of enrolment. Some courses have separate codes for each qualification, in these instances you must list the code for each qualification you wish to apply for.

Specialist teaching areas for graduate-entry teaching courses
For a list of specialist areas see the Index of specialist teaching areas (page 422). To find out which specialist areas are available for each course, see the graduate-entry teaching courses in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html).

You must ensure you are eligible for the specialist areas you apply for, otherwise selection is unlikely. For information about how eligibility is assessed see Entrance requirements (page 5).
You must include either two single specialist areas or one double specialist area for each graduate-entry course you include on your application:

- If you are applying for a Commonwealth supported place (CSP) and a domestic fee-paying place (DFP) in the same course, you must include the same specialist areas for both preferences.
- Codes for specialist areas are listed in graduate-entry teaching courses in CourseSearch on the VTAC website (www.vtac.edu.au/courses/searchfield.html) and are also available in the course application.
- Codes for single specialist areas begin with 1 – To apply for single specialist areas, you must include a code beginning with 1 in the ‘Specialist area A’ box and include a different code beginning with 1 in the ‘Specialist area B’ box.
- Codes for double specialist areas begin with 2 – To apply for a double specialist area, you must include a code beginning with 2 in the ‘Specialist area A’ box only.
- If you are prepared to accept an offer for specialist areas other than those you have included for a course, you can choose ‘Yes’ for ‘Any other specialist areas’, and you will be considered for any combination of specialist areas for that course before being considered for a course listed as a lower preference on your application. You are advised to consider the option of accepting ‘Any other specialist areas’ as competition for some courses and some specialist areas is particularly strong. You will only be considered for specialist areas for which you have the appropriate academic background. If you are applying for a Commonwealth supported place (CSP) and a domestic fee-paying place (DFP) in the same course, you must choose ‘Yes’ for both preferences or ‘No’ for both preferences.

Acknowledgement of your application

At the end of the VTAC course application you will be able to print an acknowledgement of your application. This will include your name, VTAC ID and your list of preferences. You should keep this page as a record of your application.

Made a mistake?

If you have made a mistake or left something out, and you want to change your registration or application details, see Making changes (page 26).

Changed your contact details?

If you change your home address, email address and/or telephone number, you must update them in your VTAC user account as soon as possible to ensure you receive any important communication from VTAC.

What else is in the VTAC user account?

After you apply for courses, in your VTAC user account you can also:

- view or change your course application
- apply for SEAS (Special Entry Access Scheme)
- complete and submit the VTAC Personal History online
- print your documentation cover sheet
- view your ATAR
- view your offers

Course application processing fee

For your course application to be considered, you must pay the course application processing fee.

Payments

How much?

There are different fees for timely, late and very late course applications, so the amount you pay depends on when you apply. See dates and times for course applications (page 1).

Current Year 12 or non-Year 12 fee?

If you apply within the ‘timely’ dates and you are currently enrolled in a standard Australian Year 12 or International Baccalaureate in Australia or New Zealand, you will pay the reduced course application processing fee (Current Year 12 timely).

Examples of standard Australian Year 12 include: VCE, VCAL, HSC, NTCE, QLD Senior Certificate, SACE, TCE, and WACE. If your Year 12 is not listed here, contact VTAC to find out whether it is recognised as a standard Australian Year 12.

If you apply within the ‘timely’ dates but are not currently enrolled in any of the above, you will pay the full course application processing fee (Non-Year 12 timely).

Where to pay

You will be asked to pay online at the end of your course application. You can choose to pay immediately or later through your VTAC user account.

How to pay

You can choose to pay via your PayPal account, or by your Visa or MasterCard.

When to pay

VTAC recommends that you pay early. If you don’t pay by the final payment date, your course application will not be forwarded to institutions. See final payment dates (page 1).

No online receipt?

A copy of your receipt will be sent to the email address you provided to VTAC and will also be available via your VTAC user account.

Check your payment status

To ensure your processing fees have been received by VTAC, you can check your payment status in your VTAC user account.

Refunds

Refunds are only granted in exceptional circumstances. You remain liable for the course application processing fee—even if you withdraw your course application—because all applications are processed immediately when received. An administration fee will be charged if a refund is processed. For fee amount, see: Administration fee (page 2).
Applying for courses listed with VTAC as direct to the institution

A number of private Regional Training Organisations list their courses with VTAC, but manage their own application and offer processes.

Applicants to these courses can link directly to the institutional website from VTAC CourseSearch available at www.vtac.edu.au/courses/searchfield.html

Similarly a number of traditional VTAC institutions that offer their undergraduate courses through the VTAC process have also listed a number of post graduate courses for which graduates can apply directly to the institution.

Applicants to these courses can link directly to the institutional website from VTAC CourseSearch available at www.vtac.edu.au/courses/searchfield.html

Applying interstate

If you want to apply for interstate courses that don’t have applications through VTAC, you may need to apply through the interstate tertiary admission centre/authority.

Applications for most interstate undergraduate courses are processed by the tertiary admissions centre in the same state as the institution. Dates and fees may differ across tertiary admissions centres. Check websites for dates and fees:
- ACT/NSW: Universities Admissions Centre (UAC) (www.uac.edu.au)
- NT: To apply for undergraduate and postgraduate courses at Charles Darwin University, you must apply through South Australian Tertiary Admissions Centre (SATAC) (www.satac.edu.au)
- QLD: Queensland Tertiary Admissions Centre (QTAC) (www.qtac.edu.au)
- SA: South Australian Tertiary Admissions Centre (SATAC) (www.satac.edu.au)
- TAS: University of Tasmania (www.utas.edu.au)
- WA: Tertiary Institutions Service Centre (TISC) (www.tisc.edu.au)

Use of ATAR

If you are a current Year 12 student applying to interstate courses with selection based on academic merit, your ATAR (Australian Tertiary Admission Rank) will be used interstate (except in Queensland). The ranking of Queensland Year 12 students uses a different system: OP (Overall Position). For a comparison of ATAR and OP, see the Australian Year 12 Conversion Table on the QTAC website (www.qtac.edu.au).

Special Tertiary Admissions Test (STAT)

Victorian residents who are required to sit the STAT to apply for interstate courses can register and sit the test through VTAC, and have their results provided to the relevant tertiary admissions centre/authority. For information about STAT, see Admissions tests (page 51) or the VTAC website (www.vtac.edu.au/admissions-tests/stat.html).

Evidence of results

In some cases, you may need to supply evidence of your qualifications/results to VTAC. If so, you will be advised of this while you are completing the VTAC course application and via email from VTAC.

For instructions on sending documents to VTAC, see How to supply your documents (page 25)

Australian qualifications/results

In most cases, you don’t need to send in copies of your results for Australian high school and university qualifications because VTAC can access your results electronically.

Don’t supply the following to VTAC unless specifically requested to do so:
- VCE/VCAL results statement
- Australian Year 12 results
- Australian university results
- ATAR statement
- STAT results statement
- ALSET results statement.

TAFE results

If you claim TAFE studies on your VTAC course application, you must provide supporting documentation of your qualifications/results, except for: certificate IV, diploma, advanced diploma and associate degree studies undertaken at:
- RMIT University
- Swinburne University of Technology
- Victoria University.

Amended results

If your results are amended after the official results release date, you must supply a certified copy of the amended results to VTAC if you want the amended results to be considered with your VTAC application.

If VTAC can’t get your results

If VTAC can’t access your results electronically, you will be advised of this while you are completing the ‘Year 12’ and ‘Post-secondary’ sections of the VTAC course application, and via email from VTAC. In these cases, you will be required to supply evidence of your qualifications/results to VTAC.
New Zealand qualifications/results
If you claim NCEA studies on your VTAC course application, you must include your National Student Number (NSN). For results issued before 2012, you must also provide a certified copy of your results.
If you claim CIE studies on your VTAC course application, you must include your Candidate Number. You must also provide a certified copy of your results.

International Baccalaureate (IB) qualifications/results
If you claim IB studies on your VTAC course application, you must also include your IB Student Number so that VTAC can obtain your results electronically. For results issued before 2006, you must also provide a certified copy of your results.

Overseas qualifications/results
If you claim overseas qualifications on your VTAC course application, you must provide evidence for each qualification. For New Zealand Year 12 qualifications/results see above. For all other countries VTAC requires certified copies of certificates of completion showing the type of award/qualification, and transcripts of results showing your final year of secondary education and complete tertiary academic history.
If you have an assessment from the National Office of Overseas Skills Recognition (NOOSR) or an Overseas Qualifications Unit, you must provide certified copies to VTAC.

Documents in languages other than English
If your overseas qualification is in a language other than English, you must provide a certified copy of the original document (in the original language) and a certified copy of a translation by a NAATI accredited authority such as a consulate or official translation service. See National Accreditation Authority for Translators and Interpreters (NAATI) (www.naati.com.au).

Examples of documents required
These are some examples of supporting documentation required for overseas qualifications:
- secondary schooling in the USA (or an American International School)—you must supply a certified copy of your High School Diploma. You may also supply scores obtained in the SAT or other aptitude test. Please also supply details of your GPA if available.
- British GCE—you should supply GCSE and AS Level results in addition to those for A Levels.
- Sri Lankan A levels or the Lebanese Baccalaureate—you must supply the official government certificate of completion printed by the institution. Copies of the official transcript of results and certificate of completion printed by the institution. Results printed from the web are not official transcripts and do not provide sufficient evidence.

If you don’t have the documents
If results are not available, you must supply a Statutory Declaration explaining why they are not available.

Other evidence for graduate-entry teaching
Language proficiency
If you are applying for graduate-entry courses, and you have a statement of proficiency in a language study, you must provide a certified copy to VTAC. For further information refer to page 25.

Eligibility for specialist teaching areas
If you are applying for graduate-entry courses, and you have an assessment from the Department of Education or other authority outlining your eligibility to study specialist teaching areas, you must provide a certified copy to VTAC.

Documents required
Which documents are required?
Take some time to read this section carefully because if you don’t supply the required documentation in the required format, you may jeopardise your chance of receiving offers.

Qualifications/results
In some cases you need to supply evidence of your qualifications or results. For details, see Evidence of results (page 23).
- If evidence is required, you must provide certified copies of the official transcript of results and certificate of completion printed by the institution.

Evidence of English language requirement for graduate-entry teaching courses
For admission to graduate-entry teaching courses, there is a minimum English language requirement. For details see Entrance requirements (page 5).
- If you have undertaken study in a country where English is not the only official language, you must provide evidence that the language of instruction and assessment was English.
- If you have work experience in English, you must complete a ‘VTAC Personal History online’ detailing your work in English, and send certified copies of written evidence from employers to VTAC confirming that this work was done in English.
- If you have completed an English test you must provide certified copies of IELTS or TOEFL test results.

Evidence of language other than English (LOTE) requirement for graduate-entry teaching specialist areas
For admission to a graduate-entry teaching specialist area in a language other than English (LOTE), there is a minimum language requirement. For details, see Victorian Institute of Teaching Specialist Area Guidelines (www.vit.vic.edu.au/SiteCollectionDocuments/PDF/1672_Specialist-Area-Guidelines-Nov08.pdf).
- If you do not meet the required three years post-Year 12 study in your chosen language, you must provide a statement of equivalence from an Australian university. The statement can be obtained from most university language centres for a fee.
Evidence of change of name
If you were enrolled under a different name for any studies you claim on your VTAC course application, or if another name is on any of the documents you provide to VTAC, you must provide evidence of your change of name.

• You do not need to supply evidence for common shortenings to first names such as: Elizabeth shortened to Liz or Beth; or, Xianglong shortened to Long.
• As evidence of your change of name, you must provide a certified copy of a marriage certificate, change of name certificate or deed poll.
• If proof of your name change is not available, you must supply a statutory declaration explaining why it is not available.

Evidence of citizenship/residency
If your Australian citizenship/residency status has changed since you registered or applied, you must provide a certified copy of your photo identification and certified copies of your citizenship/residency documents.

• VTAC will accept your evidence until 24 December 2012. After this date citizenship/residency changes cannot be amended by VTAC; you must contact the institution directly.

How to supply your documents

1. In English, or with English translations
If all your documents are in English go straight to step 2. If any of your documents are in another language, you must also provide an English translation of the document by a NAATI accredited authority such as a consulate or official translation service. See National Accreditation Authority for Translators and Interpreters (NAATI) (www.naati.com.au).

2. Photocopy your documents
Only send copies to VTAC. Do not send original documents. All documents submitted become the property of VTAC and cannot be returned. All documents will be destroyed after selection.

3. Use A4 white paper
Other sizes, fax paper or coloured paper is not acceptable.

4. Check your copies are clear and easy to read.
Faint or dark copies can be difficult to read and you may be asked to send new copies. See Good and bad document examples on the VTAC website (www.vtac.edu.au).

5. Get your copies certified
Every copy you send to VTAC must be certified. For instructions, see How to certify copies.

6. Add a coversheet
Each time you send documents to VTAC, you must also send a personalised documentation cover sheet that you can print from your VTAC user account. There are four different cover sheets:

• Cover sheet for documents to support information on your VTAC course application
• Cover sheet for documents to support information on your VTAC Personal History online
• Cover sheet for documents to support information on your SEAS application
• Cover sheet for documents to support information on your VTAC scholarship application

7. Do not staple
Use only paperclips to hold the documents together

8. Send them in on time
Allow enough time for your documents to reach VTAC, 40 Park Street, South Melbourne VIC 3205, by the closing dates. See Dates and fees (page 1).

How to certify copies
A certified copy is one that has been verified to be a true copy by a witness who sees the original and the copy at the same time.

The person certifying the photocopy must include the following details on all pages that contain information:

• stamp or write: 'This is a true copy of the document sighted by me'
• sign, date and provide contact details (name, address and telephone no.)
• use the official stamp or seal of their organisation or their profession and organisation name.

Who can't certify my copies?
You can’t certify your own copies. A family member can’t certify your copies.

Who can certify my copies?
VTAC will accept copies certified by anyone who is authorised to receive affidavits or witness statutory declarations. They include:

• an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents
• a bank manager, but not a manager of a bank travel centre
• a barrister, solicitor or patent attorney
• a credit union branch manager
• a commissioner for declarations
• a Justice of the Peace
• a medical practitioner
• a police officer in charge of a police station, or of the rank of sergeant and above
• a public notary
• a pharmacist
• a principal of an Australian secondary college, high school or primary school.
VTAC will also accept copies certified by an authorised officer at:
- VTAC or any other Australian tertiary admissions centre
- the admissions office or student services office at any tertiary institution
- the official records department of the institution that originally issued the documents
- any Australian consulate.

**What happens to my documents?**
VTAC will forward required documents to institutions on your behalf. If the documents you supply to VTAC are deemed inappropriate (e.g. secondary course outlines, assignments), they may not be provided to institutions. VTAC cannot return any documents to you. All documents will be destroyed after all offers have been made.

**Results printed from the web**
Results printed from the web are not official transcripts. If you supply these, VTAC will forward them on to selection officers, however they may not be considered as sufficient evidence.

**What if my documents are late?**
If your documents reach VTAC after the closing date, they will be provided to institutions, but there is no guarantee that late documents will be considered by selection authorities. For closing dates, see Dates and fees (page 1).

**VTAC Personal History online**

**See a demonstration**
You can view a demonstration before you start your real ‘VTAC Personal History online’. The ‘demo’ works just like the real thing, but you won’t be able to save or submit anything you type into the demo. See VTAC Personal History demo on the VTAC website (www.vtac.edu.au/account).

**What is the ‘VTAC Personal History online’?**
The ‘VTAC Personal History online’ is available for applicants to provide to selection officers relevant information that is not collected as part of the VTAC course application. It allows you to provide information about your:
- Motivation for study
- Work experience
- Community experience
- Academic performance
- Languages other than English
- Other relevant information

You may use ‘VTAC Personal History online’ to outline any circumstances that have affected your academic performance; however, if you have experienced any circumstances of disadvantage you should also consider submitting the Special Entry Access Schemes (SEAS) application. See Special consideration (page 29).

**Who should complete the ‘VTAC Personal History online’?**
In most cases you must complete and submit a ‘VTAC Personal History online’ only if it is listed under Extra requirements in the course information (in CourseSearch on the VTAC website) for any of the preferences on your VTAC course application.

You may also choose to complete and submit a ‘VTAC Personal History online’ (even if it is not an Extra requirement for any of your preferences) if you wish to provide details to support your application such as work experience or your reasons for applying. However, if the ‘VTAC Personal History online’ is not listed as an Extra requirement for a course, the selection authorities may not consider the information you supply.

**Where is the ‘VTAC Personal History online’?**
You can access the ‘VTAC Personal History online’ in your VTAC user account after you have submitted your VTAC course application.

**Tips for completing the ‘VTAC Personal History online’**

**Check the dates**
If you are required, or if you choose to submit a ‘VTAC Personal History online’, you must submit it on time. See Dates and fees (page 1).

**You can only submit one ‘VTAC Personal History online’**
You should address all your course preferences including any that you are thinking about and may add later. You can also check if the institutions have any specific requirements regarding what to include. See individual institution pages in this guide.

**Making changes**
After you submit the ‘VTAC Personal History online’, you can view and edit your information until the closing date. See Dates and fees (page 1).

**Making changes**

**Change of name**

**Corrections**
If your name is spelt incorrectly on your application, you can notify VTAC of your correct name by sending a certified copy of photo identification such as a passport or drivers licence. See How to supply your documents (page 25).

**New names**
If you have changed your name since registering or applying for courses, you can notify VTAC of your change of name by sending a certified copy of your marriage certificate or change of name certificate. See How to supply your documents (page 25).
Previous names
If you studied using another name, but forgot to include the name or entered the details incorrectly when you were completing your course application, you can add or change the details in your VTAC user account by selecting the ‘Previous names’ link.
You will also need to provide evidence of any previous names. See Documents required (page 24).

Correct your date of birth
If you are registered as a current Year 12 student and your date of birth has been recorded incorrectly, you can update your details in your VTAC user account.
If you are registered as a non-Year 12 applicant and your date of birth has been recorded incorrectly, you must write to VTAC as soon as possible including a certified copy of your photo identification and a certified copy of your birth certificate, passport or drivers licence showing the correct date of birth. See How to supply your documents (page 25).

Update your citizenship/residency status
If your citizenship/residency status has changed since you registered or applied, you must contact your Year 12 Coordinator and write to VTAC as soon as possible (up to 24 December 2012) and provide evidence of your citizenship/residency. See Documents required (page 24).
After 24 December 2012 residency changes cannot be amended by VTAC; you must contact the institution directly.

Change of address
If you have moved since registering your address, you should update your address as soon as possible by logging into your VTAC user account and selecting ‘Change address/contact details’.
VTAC recommends using an Australian address if possible to ensure you receive correspondence and are able to respond in time.

Change of phone number
If you have changed your phone number, you should update it as soon as possible by logging into your VTAC user account and selecting ‘Change address/contact details’.

Change of email address
If you have changed your email address, you should update it as soon as possible by logging into your VTAC user account and selecting ‘Change address/contact details’.

Change your PIN
If you want to change the PIN for your VTAC user account, you can log in and select ‘Change PIN’.

Change your course preferences
You can add, remove or re-order your course preferences, by logging into your VTAC user account and selecting ‘Current course preferences’ in the course application section until the closing date. See Dates and fees (page 1).
If you are applying for graduate-entry teaching courses, you can also change the specialist teaching areas on your application.

Update your educational history
If you left out any secondary or tertiary studies or entered the details incorrectly when you were completing your course application, you can add or change the details in your VTAC user account by selecting ‘Educational study claims’ in the course application section until the closing date.

Assign a proxy
If you would like someone to be able to contact VTAC on your behalf regarding your course application, you can add them as a ‘proxy’ in your VTAC user account by selecting ‘Course proxy details’. You will be asked to provide their details such as name, contact information, relationship and date of birth.

Change your permission to publish offers
If you want to change whether or not your Round 1 offer is published in newspapers (print and online), you can change this in your VTAC user account until 10 January 2013 by selecting ‘View/change offer publication status’.

Change your permission to receive supplementary offers
If you want to change whether or not you receive supplementary offers, you can change this in your VTAC user account until by selecting ‘View/change supplementary offers status’.
If you want to be considered for graduate-entry teaching supplementary offers, you must select ‘Yes’ before 9am Friday 25 January 2013.
To be considered for all other supplementary offers you must select ‘Yes’ before 9am Monday 11 February 2013.
You can select ‘No’ to stop receiving supplementary offers at any time.

Withdrawing your course application
If you have paid your course application processing fee, and you don’t want to proceed with your application, you can telephone or write to VTAC for consideration of your request. You remain liable for the course application processing fee—even if you withdraw your course application—because all applications are processed immediately.
If you have not paid the course application processing fee, your course application will not be forwarded to institutions.

Other changes
For changes to admissions test bookings see Admissions tests (page 55).
For any other changes, check your VTAC user account or contact VTAC for instructions.
Applying for accommodation

Once you have made your course application it may be time to also consider applying for accommodation. For those students wanting to live close to their institution, finding accommodation can be daunting. The reality is that many institutions offer accommodation on campus or accommodation services to assist you make the move.

The following information, provides you with a consolidated list of institutional contacts for this very purpose. If the institution you are interested in attending is not listed, check out other websites such as:

- Australian Universities [www.australian-universities.com/accommodation/student/Victoria]
- Youth Central [www.youthcentral.vic.gov.au]

One of the key factors in securing your accommodation is to make your application at the same time that you submit your course application. Don’t leave applying for accommodation until you get your offer, it may be too late by then.

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<td>For further information telephone (02) 9437 0300.</td>
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<td><a href="http://www.ballarat.edu.au/accommodation">www.ballarat.edu.au/accommodation</a></td>
</tr>
<tr>
<td>University Of Melbourne (The)</td>
<td><a href="http://www.services.unimelb.edu.au/housing">www.services.unimelb.edu.au/housing</a></td>
</tr>
<tr>
<td>Victoria University</td>
<td><a href="http://www.vu.edu.au/residences">www.vu.edu.au/residences</a></td>
</tr>
</tbody>
</table>
Special consideration and Special Entry Access Scheme (SEAS)

Many institutions offer a range of alternative entry schemes that take into account short and long-term disadvantage. While many are offered through the single VTAC SEAS application process, others require you to apply directly to the institution. All applicants should read the information to find out whether or not they are eligible to apply through SEAS or via one of the direct institutional schemes.

The following chapter outlines the eligibility criteria for the VTAC Special Entry Scheme and also provides you with contact information for the other direct institutional programs.

What is the Special Entry Access Scheme?
The Special Entry Access Scheme (SEAS) is the umbrella program run by most institutions to which you will be applying for courses through VTAC. The Special Entry Access Scheme (SEAS) is for applicants who have experienced educational disadvantage.

What about other entry and access schemes?
While most of the institutions participate in SEAS there are still some programs and institutions that run their own programs outside of the VTAC process. These programs are varied and worth considering or knowing about. For further information refer to page 43 of this guide.

VTAC Special Entry Access Scheme

The role SEAS plays in selection
The SEAS program allows selection officers to grant special consideration for course entry to applicants, but SEAS consideration does not exempt you from meeting the course entry requirements.

Courses with extra requirements
SEAS consideration will not exempt you from completing the extra requirements for a course. You must attend all interviews, sit any required tests, submit all required folios, and fill in all required forms, etc.

Courses with prerequisites
Consideration of SEAS circumstances may be given to performance slightly below the stated minimum study score for a prerequisite. Such consideration is determined by each institution in accordance with their selection policy. You cannot be exempted from having to complete the prerequisite study.

Specific questions about how SEAS is used in selection for specific courses should be directed to the institution.

Remember that applicants are selected in a competitive environment. Special consideration for SEAS does not guarantee an offer.

SEAS Categories
There are six categories within SEAS. Not all institutions recognise all categories:

- Category 1: Personal information and location*
- Category 2: Non-English speaking background
- Category 3: Difficult circumstances
- Category 4: Disadvantaged financial background
- Category 5: Disability or medical condition
- Category 6: La Trobe University SALT, University of Ballarat REEP, Victoria University PPP

* Category 1 provides for several institutional access and equity schemes. By submitting this category, you are giving permission for the following information to be passed onto institutions to which you have applied:

- Age—will generally be used by institutions that recognise and operate mature age entry schemes
- Gender—to identify if you are applying for a course in a male or female under-represented discipline
- Living or school postcode—to identify applicants from a regional or remote area or applicants who will need to move to undertake tertiary study
- Recognition as an Indigenous Australian
- Under-represented school—to identify if you attend one of various under-represented schools identified by institutions under this category—also refer to Category 6 if you are applying to La Trobe University, University of Ballarat or Victoria University.

Some institutions give special consideration for current year 12 students who have experienced short term disadvantage in years 11 and/or 12 which have affected their year 12 results and ATAR. Please refer to the category descriptions outlined on pages 33–42.
Applicants for graduate entry teaching
The following institutions will also consider SEAS applications for Graduate Entry Teaching courses:
- University of Ballarat
- Victoria University

Summary table of institutions and SEAS categories
The table on the next page provides an overview of the categories recognised by participating institutions

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Category 1: Identity and location</th>
<th>Category 2: Non-English speaking background</th>
<th>Category 3: Difficult circumstances</th>
<th>Category 4: Disadvantaged financial circumstances</th>
<th>Category 5: Disability or medical condition</th>
<th>Category 6: La Trobe University SALT and Victoria University PPP</th>
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<tbody>
<tr>
<td>Australian Catholic University</td>
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<td>Australian Maritime College</td>
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<tr>
<td>Academy of Interactive Entertainment</td>
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<td>Box Hill Institute</td>
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<td>Central Queensland University</td>
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<tr>
<td>Charles Sturt University</td>
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<td>Chisholm</td>
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<td>Deakin University</td>
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<td>Footscray City Films</td>
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<td>GippsTAFE</td>
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<td>Grenadi School of Design</td>
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<td>Holmesglen</td>
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<tr>
<td>La Trobe University</td>
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<tr>
<td>Melbourne Institute of Technology</td>
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<tr>
<td>Melbourne Institute of Business and Technology</td>
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<td>Monash College</td>
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<tr>
<td>Monash University</td>
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<td>Navitas College of Public Safety</td>
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<td>Northern Melbourne Institute of TAFE</td>
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<td>Ozford College of Business</td>
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<td>Photography Studies College</td>
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<td>RMIT University</td>
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<td>South West Institute of TAFE</td>
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<td>Swinburne University of Technology</td>
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<tr>
<td>University of Ballarat</td>
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<tr>
<td>University of Melbourne</td>
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<tr>
<td>Victoria University</td>
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<tr>
<td>Wodonga Institute of TAFE</td>
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</table>
Applying for SEAS

Before you apply
Before submitting a SEAS application, you should read this information to understand all the eligibility requirements for each category you are considering.

In addition to the general eligibility requirements, there may be specific institutional requirements for each SEAS category.

To access the SEAS application, you must:

• Register with VTAC and create your VTAC user account and
• Submit a course application

You cannot apply for consideration of circumstances over which you have control, for example, if you are absent from school for significant periods because of commitments as an athlete or performer.

Eligibility
To be eligible to apply for SEAS, you must:

• have Australian or New Zealand citizenship, OR
• hold a permanent Australian residency visa.

International students
International students are not eligible to apply for SEAS. International students are VTAC applicants who currently hold or plan to obtain a temporary residency or student visa. International students are encouraged to contact institutions directly for information about special entry schemes.

When do I apply?
SEAS applications open at 9.00am on Monday 6 August 2012 and close at 5pm on Tuesday 9 October 2012.

Start now!

• Check out the eligibility criteria to see whether or not you should apply for specific categories.
• Don’t miss the deadline for submitting documentary evidence.
• Carefully read the general and institutional requirements for each category to determine the evidence required. If documentary evidence is required from a ‘responsible person’, you will need to make an appointment with this person before the SEAS closing date (9 October 2012) to ensure your supporting documentation is received on time.

How to apply?
To apply for SEAS, you must log in to your VTAC user account, using your VTAC ID and PIN, and click on the SEAS application link. Remember the SEAS application link only becomes available after you have submitted a course application.

Clicking on the SEAS application link will take you to the terms and conditions for lodging a SEAS application and allow you to nominate a SEAS proxy.

A SEAS proxy
A SEAS proxy is someone who can act on your behalf with regard to SEAS. A proxy can obtain information about your application (e.g. get information over the phone) from VTAC.

SEAS categories
After the initial terms and conditions and proxy page, you will be presented with a list of all categories.

For each category you can:

• Click on the category name:
  This opens the list of required questions. Some of the categories expand depending on how questions are answered.
• Submit/edit information:
  Once a category is completed and you are happy with your responses to all questions, choose the “submit/save changes” option at the bottom of the question listing. Upon submitting, you will be taken back to the category listing. You can edit a submitted category by clicking on the category and resubmitting. A remove option appears next to each submitted category.
• Remove a category from SEAS:
  Should you choose to, you can remove submitted categories from your SEAS application by choosing the “remove from SEAS” option next to the specific category. This will erase all of the categorical information and reset it to its initial blank state. You may resubmit the category until the SEAS closing date.

If you are eligible for more than one category, you must submit each category separately.

When completing any SEAS category, you should consider any institutional specific requirements for courses currently on your preference list or courses that you may add during subsequent change of preference periods.

Only information submitted by the SEAS closing date and time, Tuesday 9 October 2012 at 5pm, is part of your SEAS application. Information removed and not resubmitted from your SEAS application will not be assessed or forwarded to institutions.
Supporting evidence

You may be required to submit documentary evidence to support your application. The type(s) of evidence will depend on what you are applying for.

The evidence required for each SEAS category can be found on pages 33-42.

Typical examples of documentary evidence are:

- statement of support (which may include medical reports/assessments)
- proof of financial disadvantage, for example, Centrelink Benefits

Useless documentation includes:

- Bank statements showing Centrelink deposits
- Blank forms
- Statements of support saying:
  - “I agree with what this person has said”
  - “Refer to the scholarships application” or
  - “Refer to the course application” or
  - “As stated”

Quality of evidence is essential

It is the quality of evidence, not the quantity that is most useful to institutions. The key to providing quality information is to ensure that your supporting documentation substantiates the circumstances and educational impact you have stated in your SEAS application.

Types of Evidence

Statement of support

A statement of support is required for some SEAS categories.

The statement of support can be submitted online or written on a personalised form.

The statement of support is available to you after you have submitted at least one SEAS category until the closing date 5pm Tuesday 9 October 2012.

You can access your personalised statement of support form (either online or printed versions) via your VTAC user account.

Paper statement of support forms must be accompanied by a SEAS cover sheet.

Electronic submissions automatically attach to your application and do not require a cover sheet.

Who can submit the statement of support?

Details of who should write the statement of support are included in the evidence section of each relevant category, but generally must be submitted by a responsible person who is not related to or in a close personal relationship with you (e.g., parent, partner, family friend).

Definition of a responsible person

Unless otherwise stated in the evidence section of each relevant category, the statement of support must be submitted by a responsible person. A responsible person is defined as a:

- Doctor or health care professional
- Lawyer
- Certified accountant
- Social worker
- Registered counsellor
- Religious or community leader
- School principal or teacher or senior member of school staff
- Other responsible person who has detailed knowledge of your circumstances and their educational impact.

The responsible person should support the circumstances you describe in your SEAS application and be able to comment on how the circumstances have affected your educational performance.

Note: Statements of support CANNOT be supplied by a person who is related to or in a close personal relationship with you. If the only responsible person who has knowledge of your circumstances is a family member or partner, then you must supply a statutory declaration explaining why there is no other person who can supply the statement of support along with the supplied statement. Only in extreme cases will the presence of the statutory declaration and statement of support supplied by a family member or partner be considered for assessment.

Also applying for a scholarship?

Applicants planning to apply for scholarships through VTAC can use the same statement of support for both applications for Category 3: Difficult circumstances and Category 5: Disability of medical condition via the online statement of support (personalised forms cannot be used for both applications). When requesting the online statement of support, indicate that you wish the statement to be applied to both SEAS and Scholarship. The combined online statement of support must be submitted by the SEAS closing date of 5.00pm on Tuesday 9 October 2012.

Proof of Centrelink benefits

Electronic confirmation of Centrelink benefits

If you wish VTAC to collect this information on your behalf, you must choose ‘yes’ when asked and accurately provide your Centrelink Reference Number (CRN) or Customer Access Number (CAN). VTAC will then obtain your Centrelink information electronically.

Electronic information retrievable from Centrelink includes:

- Benefits you receive
- Dependants
- Centrelink deductions
- Confirmation of your address.
Manual confirmation of Centrelink benefits
If you do not give VTAC permission to electronically collect this information, you must confirm the Centrelink benefits you are claiming in hardcopy. You can obtain a statement of benefit from your local Centrelink office and submit a copy of this statement to VTAC. Statements must show current receipt of benefits (previous receipts are not accepted). Please do not provide bank statements showing Centrelink deposits.

On any piece of evidence submitted that is not in your name (i.e. the applicant), write the relationship of the person to you next to their name on the document.

Parent Receipt of Family Tax Benefit A
Applicants must send in hardcopy evidence of parent/guardian receipt of Family Tax Benefit A. This benefit cannot be collected electronically. Write the relationship of the person to you next to their name on the hardcopy document.

Cover sheet
SEAS has personalised cover sheets that must be used when sending SEAS evidence to VTAC.

This sheet becomes available when you have submitted at least one category.

You can access your SEAS cover sheet via your VTAC user account until the SEAS closing date of 5pm Tuesday 9 October 2012 as long as you have a valid SEAS application. Your SEAS cover sheet has a barcode that is unique to you. It is used by VTAC to match your documentation with your online application. If you use someone else’s cover sheet (or they use yours), the documentation will be attached to the wrong application and, without supporting documents, the application may not be considered for assessment.

Impact statement
The impact statement is an essential and significant part of your SEAS application. It provides assessors with the information to understand the circumstances and their effect on your educational performance.

When writing an impact statement, BE BRIEF. It is the quality of the information, not the length of prose that makes your application stronger. Write enough to describe the circumstances and their educational impact, but do not repeat yourself or try to be creative in your writing style.

After you apply
Your SEAS application will be assessed at VTAC by trained and experienced assessors. They will assign a rating for each submitted impact statement to indicate the level of disadvantage and its impact on education based on the information provided in the category, supporting documentation and statement of support. This rating will be forwarded to institutions on the applicant’s preference list who participate in SEAS and it is at their discretion how the rating is used.

How does SEAS affect my results?
SEAS does not change your educational results or qualifications. It enables course selection officers to recognise that your results or educational progress may have been affected by circumstances in your SEAS application, and to consider the effect of those disadvantages.

How does SEAS affect my offers?
Having a SEAS application does not guarantee you an offer. Once your SEAS application has been assessed, selection officers may take into account any educational disadvantage you have experienced when ranking eligible applicants for a course. See the ‘Role SEAS plays in selection’ section (page 29).

CATEGORY 1: Personal information and location
Category one is designed for applicants who wish to be considered for all circumstances that can be based upon information already provided in their registration and/or course application. These circumstances include:

Age (generally used to determine eligibility for mature age entry schemes).
Some institutions give consideration based upon:
- Meeting institutional requirements for mature age entry
- Applying to an institution that accepts applicants on this basis and be:
  - 21 years of age or older by 1 January 2013 if applying for Higher Education courses or courses at independent tertiary colleges (Note other institutional requirements below)
  - 18 years of age or older by 1 January 2013 and have been out of full-time education for at least one year if applying for Vocational Education and Training (VET) courses.

Recognition as an Indigenous Australian
Some institutions give consideration to applicants who are Australian Aboriginal and/or Torres Strait Islander descent OR identify as a person of Australian Aboriginal and/or Torres Strait Islander heritage and are accepted as such by an Indigenous community.

Living or school postcode
Some institutions give consideration to applicants who are living in a rural or isolated area or have undertaken secondary study at a school in a rural or isolated area or a school that is recognised as under-represented by the institution.

Rural or isolated areas are based upon Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.
**Under-represented schools**
Under-represented schools are determined by individual institutions. Refer to the institutional information for this category for further information.

Please note that La Trobe University, University of Ballarat and Victoria University require the submission of Category 6 by current year 12 applicants if school location is to be considered. For other university, under-represented school schemes apply under this category.

**Gender**
Some institutions give consideration to applicants who are planning to study a course that has historically been under-represented by a specific gender at an institution. Institutional definitions of gender under-representation may differ from year to year.

You will also need to meet the eligibility requirements outlined on page 33.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Sections of Category 1 recognised by institutions, additional requirements and information</th>
</tr>
</thead>
</table>
| **Academy of Interactive Entertainment** | Age  
The Academy will consider an applicant who has not satisfied minimum tertiary entrance requirements and is a non-year 12 applicant.  
Living or school postcode  
Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification. |
| **Australian Catholic University**       | Age  
The University will consider an applicant who has not satisfied minimum tertiary entrance requirements but who has sat STAT Multiple Choice within the last three years.  
Gender  
Applicants must be male and applying for courses in Nursing or Early Childhood or Primary Education.  
Recognition as an Indigenous Australian  
Eligible applicants will be considered on an individual basis, and may be asked to attend an interview with a panel including an Indigenous member. The Academic Coordinator, Jim-Baa-Yer Indigenous Unit, will be involved in this interview and will provide assistance and support to applicants throughout the process. For further information contact Jim-Baa-Yer Centre on (03) 9953 3839.  
Under-represented school  
To be eligible applicants must attend a school listed on www.acu.edu.au/192067 |
| **Australian Maritime College**          | Age  
AMC will consider an applicant who has not satisfied minimum tertiary entrance requirements and is a non-year 12 applicant. Additionally, applicants applying to engineering courses without a mathematics and/or science prerequisite must contact AMC on 1300 363 864 to ascertain if they are required to undertake a recommended Bridging Program in mathematics or physics.  
Gender  
AMC encourage applications from eligible females applying for courses specifically in Engineering, Marine Environment and Seafaring related courses.  
Living or school postcode  
Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.  
Recognition as an Indigenous Australian  
No additional requirements. |
| **Box Hill Institute**                   | Age  
Box Hill Institute will consider applicants who have not satisfied minimum tertiary entrance requirements and are a non year 12 applicant.  
Gender  
Box Hill Institute encourages women and men applying for non-traditional disciplines.  
Living or school postcode  
Applicants must live or go to school in a rural or isolated area, based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification. Please note that students must then reside in Victoria for the duration of their tertiary studies to be entitled to a government-subsidised place in a TAFE-level course, and providing other eligibility criteria are met. View www.bhtafe.edu.au/courses/Pages/new-students-eligibility.aspx for further eligibility information.  
Recognition as an Indigenous Australian  
No additional requirements. |
<table>
<thead>
<tr>
<th>Institution</th>
<th>Living or school postcode Details</th>
<th>Recognition as an Indigenous Australian</th>
<th>Under-represented school Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Queensland University</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
<td>No additional requirements.</td>
<td>To be eligible for consideration the applicant must have completed year 12 at an under-represented school recognised by the CQUniversity as under-represented in the tertiary sector.</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification. Applicants are also considered if they have studied most or all of their Year 12 subjects through a secondary distance education centre or Access Program.</td>
<td>No additional requirements.</td>
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</tr>
<tr>
<td>Chisholm</td>
<td>Consideration is given to applicants who are living in a rural or isolated area or have undertaken secondary study at a school in a rural or isolated area or a school that is recognised as under-represented by the institution. Rural or isolated areas are based upon Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
<td>No additional requirements.</td>
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<tr>
<td>Deakin University</td>
<td>Age: No additional requirements. Gender: Applicants must be applying for courses identified by Deakin at <a href="http://www.deakin.edu.au/access-equity">www.deakin.edu.au/access-equity</a></td>
<td>No additional requirements.</td>
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<tr>
<td>Footscray City Films</td>
<td>Age: No additional requirements.</td>
<td>No additional requirements.</td>
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<tr>
<td>GippsTAFE</td>
<td>Age: The Institute will consider applicants who are 18 years of age or over, and out of the secondary school system for more than 12 months as mature age students. Gender: The Institute will favourably consider women applying for admission to courses in non-traditional occupations.</td>
<td>No additional requirements.</td>
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<tr>
<td>Grenadi School of Design</td>
<td>Age: No additional requirements. Living or school postcode: Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification. Recognition as an Indigenous Australian: No additional requirements.</td>
<td>No additional requirements.</td>
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<tr>
<td>Holmesglen</td>
<td>Age: No additional requirements. Gender: Holmesglen will favourably consider women and men applying for admission to courses in non-traditional occupations Recognition as an Indigenous Australian: No additional requirements.</td>
<td>No additional requirements.</td>
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</tr>
<tr>
<td>Institution</td>
<td>Age</td>
<td>Living or school postcode</td>
<td>Under-represented schools</td>
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</table>
| La Trobe University | The university will consider applicants who:  
- Are not currently studying a year 12  
- Have not satisfied minimum tertiary requirements  
- Have completed the VTAC personal history online  
- Have sat STAT Multiple Choice (page 51)  
- Have completed any other mature-age special entry extra requirements specified in [www.latrobe.edu.au/courselit](http://www.latrobe.edu.au/courselit)  
Applicants applying to Science, Technology and Engineering courses with a mathematics and/or chemistry prerequisite must contact (03) 9479 2591 or sci.tech@latrobe.edu.au to ascertain if they are required to undertake a recommended Bridging Program in mathematics or chemistry.  
Applicants applying to Humanities and Social Sciences courses are encouraged to complete and submit an autobiographical essay to support your application. Please refer to [www.latrobe.edu.au/study/mature/applying-non-y12](http://www.latrobe.edu.au/study/mature/applying-non-y12) for specific information about completing and submitting an autobiographical essay.  
For further information visit: [www.latrobe.edu.au/mature-age](http://www.latrobe.edu.au/mature-age), or call 1300 135 045.  
Living or school postcode  
Applicants must have resided for the last three years in an area listed under Low SES consideration at [www.latrobe.edu.au/school/apply/special-entry](http://www.latrobe.edu.au/school/apply/special-entry)  
La Trobe University also acknowledges schools recognised under the Schools Access La Trobe (SALT) program (see Category 6)  
Recognition as an Indigenous Australian  
Prospective Indigenous Australian students can access advice on entry to the University and enrolment procedures by emailing indigenous_enquiries@latrobe.edu.au For further information contact the Office of the Director, Indigenous Education at [www.latrobe.edu.au/indigenous](http://www.latrobe.edu.au/indigenous) |
| Melbourne Institute of Business and Technology | Age  
Living or school postcode  
Under-represented schools  
Recognition as an Indigenous Australian  
No additional requirements. |
| Melbourne Institute of Technology | Age  
Melbourne Institute of Technology will consider applicants who:  
- Are 20 years of age or older  
- Are non-year 12  
Living or school postcode  
Applicants must have attended a school classified by postcode as in a regional or remote area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification. |
| Monash University | Age  
No additional requirements.  
Living or school postcode  
Applicants must have attended a school classified by postcode as in a regional or remote area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.  
Under-represented School  
To be eligible for consideration based on attending an under-represented school applicants must have completed Year 12 at a school defined by Monash University as having low representation in tertiary education. A list of schools recognised as under-represented for 2013 entry can be viewed at: [www.adm.monash.edu/scholarships/applicants/underrepresented.html](http://www.adm.monash.edu/scholarships/applicants/underrepresented.html)  
Recognition as an Indigenous Australian  
Eligible applicants may be contacted by the Yulendj Indigenous Engagement Unit for verification of their indigenous status.  
Applicants are also welcome to approach Yulendj Indigenous Engagement Unit for course advice at any stage, telephone: (03) 9905 8699, email kristel.keleher@monash.edu or log onto [www.monash.edu.au/study/indigenous/](http://www.monash.edu.au/study/indigenous/) |
| Monash College | Living or school postcode  
Applicants must have attended a school classified by postcode as in a regional or remote area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.  
Recognition as an Indigenous Australian  
Eligible applicants may be contacted by the Monash University Indigenous Student Services Unit (ISSU) for verification of their indigenous status.  
Applicants are also welcome to approach ISSU for course advice at any stage, telephone: (03) 9905 8699, email: issu.enquiries@monash.edu or log onto [www.monash.edu.au/study/indigenous/](http://www.monash.edu.au/study/indigenous/) |
<table>
<thead>
<tr>
<th>Institution</th>
<th>Age</th>
<th>Gender</th>
<th>Living or school postcode</th>
<th>Recognition as an Indigenous Australian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moorabbin Flying Services</td>
<td>No additional requirements.</td>
<td></td>
<td></td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Navitas College of Public Safety</td>
<td>Navitas considers applicants who have not satisfied minimum tertiary entrance requirements OR have satisfied minimum tertiary entrance requirements more than three years ago (2009 or earlier) and have sat STAT Multiple Choice.</td>
<td></td>
<td></td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Northern Melbourne Institute of TAFE</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
<td></td>
<td></td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Oxford College of Business</td>
<td>No additional requirements.</td>
<td>Applicants must be female applying for the Automotive course.</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Photography Studies College</td>
<td>PSC will consider applicants 21 years of age or over, who are not currently studying year 12 and have not satisfied minimum tertiary entrance requirements</td>
<td></td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>RMIT University</td>
<td>No additional requirements.</td>
<td>Applicants must be of the appropriate gender applying for courses identified by RMIT at <a href="http://www.rmit.edu.au/programs/apply/equity">www.rmit.edu.au/programs/apply/equity</a>.</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification (rural or isolated is any area other than those defined as a major city).</td>
<td>RMIT has a priority access scheme for Aboriginal and Torres Strait Islander students. Staff from the Ngarara Willim Indigenous Centre can also provide advice and guidance throughout the application process, will attend selection interviews with Indigenous students, and offer a range of services to support the success of students once enrolled. For more information on the Aboriginal and Torres Strait Islander Access Scheme call the Ngarara Willim Indigenous Centre on (freecall) 1800 054 885.</td>
</tr>
<tr>
<td>South West Institute of TAFE</td>
<td>South West Institute of TAFE will consider applicants who have not satisfied minimum tertiary entrance requirements and are a non year 12 applicant.</td>
<td></td>
<td>Applicants can access information about support and entry requirements from the Koorie Community Education Officer, phone: 1300 648 911</td>
<td>No additional requirements.</td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td>The University will consider applicants who have not satisfied minimum tertiary entrance requirements.</td>
<td>Applicants must be female applying for courses in the areas of Engineering, Information Technology or Science.</td>
<td>Applicants must attend a school which is defined by the University as under-represented at the Swinburne University of Technology, or located in a regional or remote area of Victoria.</td>
<td>For further information contact the Senior Indigenous Education Officer on (03) 9215 7023, Centre for Lifelong Learning (Indigenous Programs).</td>
</tr>
<tr>
<td>University of Ballarat</td>
<td>The University of Melbourne</td>
<td>Victoria University</td>
<td>Wodonga Institute of TAFE</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>Age</td>
<td>Age</td>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>No additional requirements.</td>
<td>To be eligible for the University’s Non-school leaver entry pathway applicants must:</td>
<td>No additional requirements.</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>be 23 years of age or older by 30 September 2012; and</td>
<td>Applicants must be of the appropriate gender applying for courses identified by Victoria University at <a href="http://www.vu.edu.au/apply">www.vu.edu.au/apply</a></td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Applicants must be female applying for Engineering or Information Technology courses; OR be male applying for Nursing courses.</td>
<td>have no qualifications from the past seven years which could be used as a basis for entry; and</td>
<td>Living or school postcode</td>
<td>Living or school postcode</td>
<td></td>
</tr>
<tr>
<td><strong>Living or school postcode</strong></td>
<td>achieve competitive results in the Special Tertiary Admissions Test (STAT) (both sections); or achieve competitive results in the Scholastic Aptitude Test (SAT) (all sections); or achieve competitive results in 50 points (typically four subjects) of study in assessed mode through the University’s Community Access Program.</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification</td>
<td>Applicants must live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification.</td>
<td></td>
</tr>
<tr>
<td><strong>Recognition as an Indigenous Australian</strong></td>
<td>For more information about mature age consideration at the University of Melbourne visit <a href="http://www.access.unimelb.edu.au/nsl">www.access.unimelb.edu.au/nsl</a> or contact 13 MELB (13 6352) or <a href="mailto:13MELB@unimelb.edu.au">13MELB@unimelb.edu.au</a></td>
<td>No additional requirements. Indigenous Australian applicants are invited to contact the University’s Moondani Balluk Indigenous Academic Unit by telephone (03) 9919 2370 or email <a href="mailto:moondani.balluk@vu.edu.au">moondani.balluk@vu.edu.au</a> for assistance with their application</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Applicants may be contacted by the Aboriginal Education Centre for further information regarding their application to study at UB. Further information for applicants can be found at the Aboriginal Education Centre website <a href="http://www.ballarat.edu.au/aec/">www.ballarat.edu.au/aec/</a> or by phoning: (03) 5327 9038.</td>
<td></td>
<td>Recognition as an Indigenous Australian</td>
<td>Recognition as an Indigenous Australian</td>
<td></td>
</tr>
<tr>
<td>Under-represented school</td>
<td></td>
<td>No additional requirements.</td>
<td>No additional requirements.</td>
<td></td>
</tr>
<tr>
<td>Applicants must attend a school which is defined by the University as under-represented at University of Ballarat. For 2013, this category recognises a number of secondary schools and colleges in western Victoria. See <a href="http://www.ballarat.edu.au/apply">www.ballarat.edu.au/apply</a> for a list of participating schools.</td>
<td></td>
<td>Under-represented school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To be eligible for the University’s category for applicants from rural or isolated areas applicants must:</td>
<td>To be eligible for the University’s category for applicants from rural or isolated areas applicants must:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification AND,</td>
<td>• live in a rural or isolated area based on the Australian Standard Geographical Classification (ASGC) Remoteness Areas classification AND,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• if a school leaver, have completed the final two years of secondary schooling in a rural or regional school.</td>
<td>• if a school leaver, have completed the final two years of secondary schooling in a rural or regional school.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A list of all eligible postcodes for this category is available on the University’s Access Melbourne website: <a href="http://www.access.unimelb.edu.au/rural">www.access.unimelb.edu.au/rural</a></td>
<td>• A list of all eligible postcodes for this category is available on the University’s Access Melbourne website: <a href="http://www.access.unimelb.edu.au/rural">www.access.unimelb.edu.au/rural</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For further information about schools classified as under-represented for 2013 entry is available on the University’s Access Melbourne website: <a href="http://www.access.unimelb.edu.au/urs">www.access.unimelb.edu.au/urs</a></td>
<td>For further information about schools classified as under-represented for 2013 entry is available on the University’s Access Melbourne website: <a href="http://www.access.unimelb.edu.au/urs">www.access.unimelb.edu.au/urs</a></td>
<td></td>
</tr>
</tbody>
</table>

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CATEGORY 2: Non-English speaking background

This Category applies to applicants who have arrived in Australia within the last 10 years from a non-English speaking country.

To apply for this category you must understand the role that SEAS plays in selection (see page 29) and:

- Meet the eligibility requirements (see page 31)
- Have been born outside Australia in a non-English speaking country
- Have arrived in Australia on, or after 1 January 2003 (see institutional exceptions)

### Institutions that recognise Category 2:

<table>
<thead>
<tr>
<th>Academy of Interactive Entertainment</th>
<th>Footscray City Films</th>
<th>Moorabbin Flying Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Catholic University</td>
<td>GippsTAFE</td>
<td>Oxford College of Business</td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td>Grenadi School of Design</td>
<td>RMIT University</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>Holmesglen</td>
<td>Swinburne University of Technology</td>
</tr>
<tr>
<td>Central Queensland University</td>
<td>La Trobe University</td>
<td>University of Ballarat</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>Melbourne Institute of Technology</td>
<td>Victoria University</td>
</tr>
<tr>
<td>Deakin University</td>
<td>Melbourne Institute of Business and Technology</td>
<td>Wodonga Institute of TAFE</td>
</tr>
</tbody>
</table>

**Monash University**

Monash University limit eligibility to applicants who have arrived in Australia less than six years ago (on or after 1 January 2007).

**The University of Melbourne**

The University of Melbourne requires that applicants have arrived in Australia less than six years ago (after 1 August 2006). For further information refer to [www.access.unimelb.edu.au](http://www.access.unimelb.edu.au)

CATEGORY 3: Difficult circumstances

This Category applies to applicants who have been prevented from reaching their full educational potential because of family or other life circumstances.

Applicants to this category will need to indicate whether the circumstances are long term (in existence prior to 2010) or short term (existing only in 2011–2012).

Examples of difficult circumstances may include but are not limited to:

- Refugee
- Severe family disruption including dealing with alcoholism or drug addiction
- Long-term illness of a family member; illnesses which would be considered as serious and long-term such as cancer or psychiatric illness
- Abusive living environment: physical, psychological and emotional abuse over an extended period by a person or persons close to the applicant
- Disruption of education due to constant relocation; relocating to a number of different schools throughout secondary schooling
- Disruption of education due to living or school location.
- Divorce/separation of parents; difficult separation or divorce of parents including financial hardship and changed living conditions; requirement to change schools and social group
- Homelessness: you do not have a fixed address and you do not live with your family or family members
- Excessive family responsibility; family is dependent on you for financial, emotional or physical support during your secondary education
- Death of an immediate family member or friend
- Natural disaster such as drought, bushfire or flood.

This is in no way an exhaustive or prescriptive list. It is provided only as a guide to the kinds of circumstances institutions may consider under this category.
To apply for this category applicants must understand the role that SEAS plays in selection (see page 29) and:
• Meet the eligibility requirements (see page 31)
• Prepare and submit an impact statement (*)
• Obtain and submit a statement of support (**).

**Institutions that recognise Category 3:**

<table>
<thead>
<tr>
<th>Academy of Interactive Entertainment</th>
<th>Elly Lukas Beauty Therapy College</th>
<th>Melbourne Institute of Business and Technology</th>
<th>RMIT University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Catholic University</td>
<td>GippsTAFE</td>
<td>Monash College</td>
<td>South West Institute of TAFE</td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td>Grenadi School of Design</td>
<td>Monash University</td>
<td>Swinburne University of Technology</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>The Gordon</td>
<td>Navitas College of Public Safety</td>
<td>University of Ballarat</td>
</tr>
<tr>
<td>Central Queensland University</td>
<td>Holmesglen</td>
<td>Northern Melbourne Institute of TAFE (NMIT)</td>
<td>The University of Melbourne</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>La Trobe University</td>
<td>Ozford College of Business</td>
<td>Victoria University</td>
</tr>
<tr>
<td>Chisholm</td>
<td>Melbourne Institute of Technology</td>
<td>Photography Studies College</td>
<td>Wodonga Institute of TAFE</td>
</tr>
<tr>
<td>Footscray City Films</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Deakin University**

Applicants applying for consideration as a Refugee to Deakin University must supply a certified copy of their refugee status papers from the Department of Immigration and Citizenship. Refugee status papers may include: documents authorising travel, outcome of protection claim, etc and/or a copy of their current visa and passport photo page and initial entry stamp for arrival in Australia. All documentation must be attached to a personalised SEAS cover sheet.

**Impact statement (*)**

Applicants are required to submit a statement of up to 2000 characters (not words) describing their circumstances and how their circumstances have adversely affected their education.

When describing educational impact, include information about how the circumstances have adversely affected ability to study, access educational facilities and resources, attend school/tuition regularly and perform in assessment tasks.

**Statement of support (**)**

Applicants must provide a statement of support from a responsible person (see page 32 for definition of a responsible person) who has the knowledge to confirm your circumstances and comment on their educational impact.
**CATEGORY 4: Disadvantaged financial background**

This Category applies to applicants who have been prevented from reaching their full educational potential because of a disadvantaged financial background.

Applicants to this category will need to indicate whether the circumstances are long term (in existence prior to 2010) or short term (existing only in 2011-2012).

Examples of circumstances considered under this category may include, but are not limited to:

- Individual or family poverty
- Excessive financial obligations
- Economic hardship.

This is in no way an exhaustive or prescriptive list. It is provided only as a guide to the kinds of circumstances institutions may consider under this category.

To apply for this category you must understand the role that SEAS plays in selection (see page 29) and

- Meet the eligibility requirements (see page 31)
- Be in receipt of a Centrelink benefit (**); OR submit an impact statement (*)
- Obtain and submit a statement of support (***)) if not in current receipt of Centrelink benefits.

### Institutions that recognise Category 4:

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Melbourne Institute of Business and Technology</th>
<th>Swinburne University of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Catholic University</td>
<td>Footscray City Films</td>
<td></td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td>GippSTAFE</td>
<td>Monash College</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>The Gordon</td>
<td>Monash University</td>
</tr>
<tr>
<td>Central Queensland University</td>
<td>Grenadi School of Design</td>
<td>Northern Melbourne Institute of TAFE (NMIT)</td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td>Holmesglen</td>
<td>Oxford College of Business</td>
</tr>
<tr>
<td>Chisholm</td>
<td>La Trobe University</td>
<td>RMIT University</td>
</tr>
<tr>
<td>Elly Lukas Beauty Therapy College</td>
<td>Melbourne Institute of Technology</td>
<td>South West Institute of TAFE</td>
</tr>
</tbody>
</table>

**Deakin University**

Applicants must be in possession of a Centrelink benefit or have demonstrated personal or family taxable income below the Commonwealth Student Contribution repayment threshold depending on independence status.

**The University of Melbourne**

Applicants with parents in receipt of Family Tax Benefit A are also eligible. For these applicants, the University will not consider an impact statement or statement of support. For further information refer to [www.access.unimelb.edu.au](http://www.access.unimelb.edu.au)

### Impact statement (*)

Applicants who are not in receipt of Centrelink are required to submit a statement of up to 2,000 characters (not words) describing how their financial background has adversely affected their education.

### Financial evidence (***)

Applicants in receipt of Centrelink benefits must supply proof of these benefits. Applicants whose parents are in receipt of Family Tax Benefit A must supply proof in hardcopy. See page 32 for details.

### Statement of support (***)

Applicants not in current receipt of Centrelink benefits must provide a statement of support from a responsible person who has the knowledge of your financial situation to confirm your circumstances and comment on the impact (see page 32).
**CATEGORY 5: Disability or medical condition**

This Category is for applicants who have experienced educational disadvantage as a result of a disability or medical condition.

Applicants to this category will need to indicate whether the circumstances are long term (in existence prior to 2010) or short term (existing only in 2011-2012).

Applicants requiring support or assistance with course extra requirements such as interviews, folio presentations or information sessions, should refer to individual institutional pages in the VTAC Guide for further information regarding who to contact for advice.

To apply for this category, you must understand the role that SEAS plays in selection (see page 29) and:

- Meet the eligibility requirements (see page 31)
- Prepare and submit an impact statement (*)
- Obtain and submit a statement of support (**).

### Institutions that recognise Category 5:

<table>
<thead>
<tr>
<th>Australian Catholic University</th>
<th>Advance TAFE</th>
<th>La Trobe University</th>
<th>RMIT University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Maritime College</td>
<td>Elly Lukas Beauty College</td>
<td>Melbourne Institute of Technology</td>
<td>South West Institute of TAFE</td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td>Footscray City Films</td>
<td>Melbourne Institute of Business and Technology</td>
<td>Swinburne University of Technology</td>
</tr>
<tr>
<td>Central Queensland University</td>
<td>GippstAFE</td>
<td>Monash University</td>
<td>University of Ballarat</td>
</tr>
<tr>
<td>Chisholm</td>
<td>The Gordon</td>
<td>Navitas College of Public Safety</td>
<td>The University of Melbourne</td>
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<td>Charles Sturt University</td>
<td>Grenadi School of Design</td>
<td>Northern Melbourne Institute of TAFE (NMIT)</td>
<td>Victoria University</td>
</tr>
<tr>
<td>Deakin University</td>
<td>Holmesglen</td>
<td>Photography Studies College</td>
<td>Wodonga Institute of TAFE</td>
</tr>
</tbody>
</table>

### Impact statement

Applicants are required to submit a statement of up to 2000 characters (not words) describing their disability/medical condition and how these condition(s) have affected their education.

### Statement of support (**)

Applicants who have experienced a medical condition, illness, or disability whether it is learning, physical, sensory, or psychiatric in nature must provide details of the condition and the period in which the condition was experienced. To do this, applicants must provide a statement of support from the treating health care professional involved in the care and/or maintenance of the condition, illness, or disability.

The health care professional should include details about absences from learning (if applicable) and how the condition adversely affected academic performance.
**CATEGORY 6:**

This Category is for current Year 12 students who attend schools that are explicitly nominated under the Schools Access La Trobe (SALT), University of Ballarat (REEP) and Victoria University (PPP) schemes. Schools recognised by each university scheme may differ from year to year.

Note: Applicants should apply for Category 1 to be considered for other university under-represented schools schemes.

To apply for this category you must understand the role that SEAS plays in selection *(see page 29)* and:

- Meet the eligibility requirements *(see page 31)*
- Be a current Year 12 student enrolled in one of the recognised schools for at least one scheme
- Meet any relevant institutional requirements listed below.

**La Trobe University—Schools Access La Trobe Program (SALT)**

To apply for this scheme, you must attend a school listed under Schools Access La Trobe (SALT).

For further information about the SALT scheme including eligible SALT schools go to [www.latrobe.edu.au/school/apply/special-entry/schools-access-la-trobe](http://www.latrobe.edu.au/school/apply/special-entry/schools-access-la-trobe)

**University of Ballarat Regional Education Entry Program (REEP)**

The Regional Education Entry Program (REEP) is available to current VCE students attending a designated regional secondary school, college or TAFE. For further information about REEP, and a list of eligible schools, please visit [www.ballarat.edu.au/reep](http://www.ballarat.edu.au/reep)

**Victoria University Portfolio Partnerships Program (PPP)**

PPP is a program for current year 12 students who wish their course application to be primarily assessed on achievements other than ATAR. To apply for this program, you must attend one of Victoria University’s partnerships schools and have your application endorsed via a school statement of support. For further information about the program, including a list of participating secondary colleges, visit: [www.vu.edu.au/ppp](http://www.vu.edu.au/ppp)

**Other special consideration and bonus schemes not part of SEAS**

For further information on these schemes go refer to the URLs listed below or contact institutions directly.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name of program</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aboriginal and Torres Strait Islander Special Entry Scheme</td>
<td><a href="http://www.acu.edu.au/262136">www.acu.edu.au/262136</a></td>
</tr>
<tr>
<td>Deakin University</td>
<td>Deakin Access and Equity Program</td>
<td><a href="http://www.deakin.edu.au/access-equity">www.deakin.edu.au/access-equity</a></td>
</tr>
<tr>
<td></td>
<td>Rural and regional bonus scheme</td>
<td><a href="http://www.deakin.edu.au/futurestudents">www.deakin.edu.au/futurestudents</a></td>
</tr>
<tr>
<td>La Trobe University</td>
<td>Rural and Regional School Access Scheme (RRSAS)</td>
<td><a href="http://www.latrobe.edu.au/school/apply/special-entry/rural-regional-student-access-scheme">www.latrobe.edu.au/school/apply/special-entry/rural-regional-student-access-scheme</a></td>
</tr>
<tr>
<td>University of Ballarat</td>
<td>Foundation Access Studies Program (FAST)</td>
<td><a href="http://www.ballarat.edu.au/fast">www.ballarat.edu.au/fast</a></td>
</tr>
<tr>
<td>University of Melbourne (The)</td>
<td>Graduate Access Melbourne</td>
<td><a href="http://www.gradaccess.unimelb.edu.au">www.gradaccess.unimelb.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Year 12 Special Consideration</td>
<td><a href="http://www.access.unimelb.edu.au/yr12sc">www.access.unimelb.edu.au/yr12sc</a></td>
</tr>
<tr>
<td></td>
<td>Elite Athletes and Artistic Performers Entry Scheme</td>
<td><a href="http://www.futurestudents.unimelb.edu.au/elite">www.futurestudents.unimelb.edu.au/elite</a></td>
</tr>
</tbody>
</table>
About Scholarships

Most institutions listed in the VTAC Guide have a number of scholarships available to applicants to reward academic excellence and ensure equitable access to education. For some of these scholarships you will need to apply directly to the institution via their own website—see page 50 for a list of web addresses for scholarship information.

For all other scholarships you should use the VTAC Scholarships Application available at www.vtac.edu.au

The VTAC Scholarship Application

The Victorian Tertiary Admissions Centre (VTAC) administers applications for scholarships at many Victorian universities and some interstate universities participating in the VTAC system.

<table>
<thead>
<tr>
<th>Institutions participating in the VTAC Scholarship Application</th>
<th>VTAC Course applicant</th>
<th>Non-VTAC course applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Sturt University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><a href="http://www.csu.edu.au/scholarships">www.csu.edu.au/scholarships</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deakin University</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td><a href="http://www.deakin.edu.au/scholarships">www.deakin.edu.au/scholarships</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>La Trobe University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Monash University</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td><a href="http://www.monash.edu/scholarships">www.monash.edu/scholarships</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RMIT University</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>University of Ballarat</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td><a href="http://www.services.unimelb.edu.au/scholarships">www.services.unimelb.edu.au/scholarships</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victoria University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><a href="http://www.vu.edu.au/scholarships">www.vu.edu.au/scholarships</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The institutions listed below use the VTAC Scholarship Application as a basis for determining scholarship offers.

All scholarship tables in this booklet distinguish between VTAC course applicants and non-VTAC course applicants.

- A VTAC course applicant is someone who will be lodging a VTAC application for tertiary courses/programs between August 2012 and December 2012.
- A non-VTAC course applicant is someone who will not or has not lodged a VTAC application for tertiary courses/programs between August 2012 and December 2012.
For further information on the types of scholarships offered by these institutions and a list of the scholarships available using the VTAC Scholarships Application, refer to www.vtac.edu.au/scholarships

**Institutional Access and Equity Scholarships**

Victorian universities provide their own scholarships to assist students both through VTAC and directly. Scholarships determined via the VTAC scholarships application may be awarded to students from with financial difficulties, Indigenous Australians and other equity and access groups as defined by each institution.

**Eligibility requirements**

To be eligible for institutional Access and Equity Scholarships you must:

- Meet any institutional specific requirements as outlined on page 8 and
- Have an appropriate type of residency status for the institution(s) you are applying to:

  - **Charles Sturt University** accepts Australian citizens and holders of an Australian permanent residency visa. Will not accept New Zealand citizens and holders of an Australian temporary/student residency visa.
  - **Deakin University** accepts Australian citizens and holders of an Australian permanent humanitarian visa. Will not accept New Zealand citizens, holders of an Australian permanent visa other than humanitarian and Australian temporary/student residency visa.
  - **La Trobe University** accepts Australian citizens, New Zealand citizens and holders of an Australian permanent residency visa. Will not accept holders of an Australian temporary/student residency visa.
  - **Monash University** accepts Australian and New Zealand citizens and holders of an Australian permanent residency or humanitarian visa.
  - **The University of Melbourne** accepts Australian citizens, New Zealand citizens and holders of an Australian permanent residency visa. The University will not accept holders of an Australian temporary/student residency visa.
    - The University will contact Australian Indigenous applicants to verify their nominated community.
    - You must apply for, and be offered, a Melbourne Access place through SEAS.
  - **RMIT University** accepts Australian citizens, New Zealand citizens and holders of an Australian permanent residency visa. Will not accept holders of an Australian temporary/student residency visa.
  - **Swinburne University of Technology** accepts Australian citizens and holders of an Australian permanent residency visa. Will not accept New Zealand citizens and holders of an Australian temporary/student residency visa.
  - **The University of Ballarat** accepts Australian citizens and holders of an Australian permanent residency visa. Will not accept New Zealand citizens and holders of an Australian temporary/student residency visa.
  - **Victoria University** accepts Australian citizens and holders of an Australian permanent residency visa. Will not accept New Zealand citizens and holders of an Australian temporary/student residency visa.

**Commonwealth Scholarships**

There are three types of Commonwealth scholarships:


The Student Start-Up and Relocation Scholarships are available to students receiving income support and will be administered by Centrelink.

The Indigenous Commonwealth Scholarships are administered by institutions and will be allocated to students who meet the Commonwealth eligibility as described on the Centrelink website and have had their Indigenous status confirmed. For further information go to www.deewr.gov.au/highereducation/programs/studentsupport/commonwealthscholarships/Pages/Home.aspx#indigenous
The following table provides an overview of which institutions offer Indigenous Commonwealth Scholarships through VTAC and which institutions you should contact directly:

<table>
<thead>
<tr>
<th>Institutions participating in the VTAC Scholarship Application</th>
<th>Applicants with VTAC</th>
<th>Non-applicants with VTAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Sturt University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Deakin University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>La Trobe University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Monash University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>RMIT University</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>University of Ballarat</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Victoria University</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Merit scholarships

2013 Merit scholarships may be awarded to students for academic achievement if they have studied an Australian Year 12 or the International Baccalaureate (IB) in 2012. To be considered, applicants must apply for courses through VTAC and 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.

Applying

Before you apply

Before submitting a Scholarship Application, you should read this information to understand the eligibility requirements of each institution.

To apply using the VTAC Scholarship Application, you must:

- Register with VTAC and create your VTAC user account at [www.vtac.edu.au](http://www.vtac.edu.au)

The VTAC Scholarship Application becomes available once you have registered with VTAC and received a VTAC ID (identification) and PIN (personal identification number).

When to apply

- Scholarship applications open: 9.00 am, Monday 6 August 2012
- Scholarship applications close: 5.00 pm, Friday 19 October 2012

How to apply

The VTAC Scholarship Application is available via your VTAC user account after you have registered with VTAC. Clicking on the VTAC Scholarship Application link will take you to the terms and conditions for lodging a scholarship application. Agreeing to the terms and conditions will take you to the scholarship questions.

Scholarship questions are divided into broad sections. Each section may have additional institutional requirements.

Start now!

Don’t miss the deadline for submitting documentary evidence.

Carefully read the general and institutional requirements to determine the evidence required. If documentary evidence is required from a ‘responsible person’, you will need to make an appointment with this person before the Scholarships closing date (19 October 2012) to ensure your supporting documentation is received on time.
Personal details and facts
In this section, your registration details will be populated to your scholarship application. In addition, you will be asked:

• educational studies you have undertaken in a broad sense (e.g. whether or not you are currently in year 12)
• personal background questions including language spoken at home, Australian Indigenous status and residential postcode

Financial circumstances
In this section you will be asked:

• if you have been disadvantaged by your financial circumstances and to indicate all Centrelink benefits you receive
• to provide information about how you are supported financially including the gross annual income of all persons contributing to your support and how much you spend on rent or mortgage payments per week
• about your marital status, household structure and number of children.

If you are not eligible for any Centrelink benefits, you will be asked to describe the financial hardship you have experienced and how this has affected your education. You must explain why you are not in current receipt of Centrelink benefits, and how long the circumstances have lasted.

General evidence
Confirmation of Centrelink Benefits

Electronic confirmation of Centrelink Benefits
If you wish VTAC to collect this information on your behalf, you must answer ‘yes’ when asked if you want VTAC to access your information electronically and by providing your Centrelink Reference Number (CRN) or Customer Access Number (CAN), you will be giving VTAC consent to electronically access this information on your behalf.

Information retrievable from Centrelink includes:
• Benefits you receive
• Dependants
• Centrelink deductions and
• Confirmation of your address.

Note: Claims relating to Family Tax Benefit A or B are not accepted.

Your CRN must match your family name and date of birth recorded with Centrelink to produce a valid outcome. If the data provided in your scholarship application does not match Centrelink records, you should refer to the instructions below regarding Manual Confirmation of Centrelink benefits.

Manual confirmation of Centrelink Benefits
If you do not give VTAC permission to electronically collect this information on your behalf, you must confirm the Centrelink benefits you are currently receiving in hard copy. Previous receipt of Centrelink benefits is not accepted. To do this, you can obtain a statement of benefit from your local Centrelink office and submit a copy of this statement to VTAC.

Ineligible for Centrelink benefits
You must provide your Australian Tax Office-Notice of Financial Assessment for the 2011/12 financial year.

• If you do not have this document, then provide three consecutive pay slips no older than three months old.
• If you do not work or have the required ATO statement, then you must supply a statutory declaration explaining the absence of the requested documents and the amount of your taxable income.
• If you depend financially upon other people (i.e. your parents or a partner), you must provide an Australian Tax Office-Notice of Financial Assessment for the 2011/12 financial year FOR EACH contributing member of your household to support your claim.
• If this document is not available, then provide three consecutive pay slips no older than three months old FOR EACH contributing member of your household to support your claim.
• If the family member does not work or have the required ATO statement, then the family member should supply a statutory declaration explaining the absence of the requested documents and the amount of their gross income if any.

On each piece of evidence submitted that is not in your name, write the relationship of the person to you on the hardcopy document.

Personal History & Experiences
In this section you will be asked to describe:

• any community and leadership experiences you have had
• any difficult circumstances that have impacted upon your education
• any medical condition or disability that have impacted upon your education
• how a scholarship will benefit your studies in 2013

Statement(s) of support
All applicants must provide a scholarship statement of support from an independent responsible person (refer to page 32 for the definition of a responsible person) with knowledge to confirm your circumstances and comment on their educational impact for difficult and/or medical circumstances.

Intentions
In this section, you must indicate what type of applicant you are:

VTAC course applicants
Your scholarships information will automatically be sent to the following universities if listed on your VTAC course preference list:

• Charles Sturt University
• Deakin University
• La Trobe University
• Monash University
• RMIT University
• Swinburne University of Technology
• University of Ballarat
• The University of Melbourne
• Victoria University.
Non-VTAC course applicants

Your scholarship information will be sent to any of the universities (listed below) for which you specifically indicate you are currently enrolled or may make a direct application, or to which you may apply through the New South Wales and ACT Universities Admissions Centre (UAC):

- Charles Sturt University
- La Trobe University
- Swinburne University of Technology
- University of Ballarat
- Victoria University.

Choose ‘enrolled/deferred’ if you are a currently enrolled or deferred student in that institution.

Choose ‘plan to apply’ if you are planning to apply direct or through UAC.

If you are currently enrolled, you will need to supply your institutional university student number.

Supporting evidence for Scholarships

You may be required to submit documentary evidence to support your scholarship application. If you do not supply the required documentary evidence, this will adversely affect your chances of receiving a scholarship.

The evidence required will depend on how you have answered specific questions in the Scholarship Application and specific institutional requirements.

Typical examples of documentary evidence are:

- statement of support (which may include medical reports/assessments)
- proof of financial disadvantage, for example, Centrelink Benefits

It is the quality of evidence, not the quantity that will be most useful to institutions. The key to providing quality information is to ensure that your supporting documentation substantiates the educational or financial disadvantage and the impact you have stated in your VTAC Scholarship Application.

All documents supporting your VTAC Scholarship Application must be authentic copies and be accompanied by a personalised Scholarships coversheet.

Ensure that all photocopies are legible and are on white A4 paper only.

Coversheet

The VTAC Scholarship Application produces a personalised cover sheet that must be used when sending scholarship evidence to VTAC. Your scholarship cover sheet will appear in your VTAC user account in the ‘Scholarship application and information section’ once you have submitted the scholarship application. You can access and print your scholarship cover sheet up until the scholarship closing date of 5pm Friday 19 October 2012.

You may not:

- Use someone else’s form or coversheet
- Print a form or coversheet for a friend.

Centrelink information

If you are claiming financial hardship, VTAC has the ability to electronically access information directly from Centrelink on your behalf. For further information refer to page 32.

Statement of support

A statement of support is required for difficult circumstances and disability or medical consideration.

The statement of support must be submitted online or written on a personalised scholarship statement of support. You can access your personalised statement of support (either online or printed versions) via your VTAC user account after you have submitted the VTAC Scholarship Application. Paper statements of support must be accompanied by a scholarship coversheet. Electronic submissions automatically attach to your application and do not require a coversheet.

The closing date for statements of support is 5pm sharp Friday 19 October 2012.

Ensure your documentation is appropriate.

Supply quality documentation—it is definitely the quality of the detail and not the quantity that will assist your scholarships application.

Also applying for SEAS?

Applicants planning to apply for SEAS through VTAC can use the same statement of support for both applications via the online statement of support.

On the online statement of support, indicate that you wish the statement to be applied to both SEAS and Scholarships. The online statement of support must be submitted by the SEAS closing date of 5.00pm on Tuesday 9 October 2012. Please note that the SEAS closing date is before the scholarship closing date!

Who can submit the statement of support?

If claiming difficult circumstances, a responsible person must supply your statement of support (see below). If claiming medical and or disability conditions, your treating medical professional should supply your statement of support. If your treating medical professional is inaccessible or unwilling to provide your statement of support, then a responsible person can supply your statement of support.

Definition of a responsible person

A responsible person is someone who is not living with you or in a relationship with you and is knowledgeable about your circumstances and can comment on their impact to your education. Some examples of responsible people include:

- Doctor or health care professional (required for disability or medical conditions)
- Lawyer
- Certified accountant
- Social worker
- Registered counsellor
- Religious or community leader
- School principal or teacher or senior member of school staff

For further information refer to page 32.
The responsible person should explain the circumstances you describe in your scholarship application in their own words and be able to comment on how the circumstances have affected your educational performance.

Note: Statements of support CANNOT be supplied by a person who is related to you or in a relationship with you. If the only responsible person who has knowledge of your circumstances is a family member or partner, then you must supply a statutory declaration explaining why there is no other person who can supply the statement along with the statement of support. Regardless of the presence of the statutory declaration, statements of support supplied by family members or partners may not be considered for assessment.

Impact statement
The impact statement is an essential and significant part of your VTAC Scholarship Application. Impact statements provide assessors with the information required to understand the effect of the disadvantage on your educational performance.

When writing an impact statement, be brief. It is the quality of the information, not the length of prose that makes your application stronger. Write enough to describe the circumstances and their educational impact, but do not repeat yourself or try to be creative in your writing style.

After you apply
All information provided online or as hardcopy will be provided to each institution you have specified in the Intentions section of the scholarship application. Your application will be assessed and ranked based on the information you provide in your application and supporting documentation. Assessment is based on Commonwealth Scholarship eligibility criteria and other institutional scholarship considerations. Applicants are ranked after assessments to determine which applicants best meet scholarship criteria. The ranking of applicants is determined by each institution according to their own selection and allocation processes.

The scholarship offer process
VTAC will send out provisional scholarship advice letters for the following institutions:

- Charles Sturt University
- La Trobe University
- RMIT University
- Swinburne University of Technology
- University of Ballarat
- Victoria University.

There will be three types of advice letters sent to scholarship applicants for the above institutions:

- Provisional offer of a scholarship.
- Advice that your scholarship application is on a reserve list and may be considered at a later date.
- Regret to advise that the scholarship application has not been successful.

Letters will be posted and available online via your VTAC user account around mid December 2012. If you have not heard from VTAC or institutions by the end of December, please contact institutions directly. VTAC does not determine scholarship eligibility or make scholarship award decisions.

Institutional notes for scholarships allocated between December 2012 and March 2013

- **Charles Sturt University** will send out provisional scholarship offer letters via VTAC. Confirmation of offers will be made by CSU in February and March 2013 following the course enrolment process.
- **Deakin University** will make two rounds of scholarship offers—First round on Monday 17 December 2012 and the second round timed to coincide with VTAC’s main round of course offers in January. Further scholarship offers may be made after round one course offers. Successful applicants will be notified by mail. Unsuccessful applicants will not be notified.
- **La Trobe University** will send out provisional scholarship offer letters via VTAC. Additional offers may be made by La Trobe in March 2013 following the course enrolment process.
- **The University of Melbourne** will send out first round scholarship offer letters on Monday 17 December 2012. Further offers will be made in January to coincide with VTAC course offers.
- **Monash University** will send out first round scholarship offer letters on Monday 17 December 2012. Further offers will be made in January and February to coincide with VTAC course offers. Unsuccessful applicants who enrol in a course at Monash University will be notified by email in April 2013.
- **RMIT University** will send out provisional scholarship offer letters via VTAC. Further offers will be made in January and February to coincide with VTAC course offers.
- **Swinburne University of Technology** will send out provisional scholarship offer letters via VTAC. Further offers may be made following the course enrolment process.
- **University of Ballarat** will send out provisional scholarship offer letters via VTAC. Further offers will be made in March and April.
- **Victoria University** will send out provisional scholarship offer letters via VTAC. Further offers will be made in January and February to coincide with VTAC course offers.
Other scholarships not through VTAC

Most institutions offer scholarships. Further information about all other institutions listed with VTAC and their scholarships can be found on at [www.vtac.edu.au/coursesandinstitutions](http://www.vtac.edu.au/coursesandinstitutions).

The following institutions also offer scholarships. For further information about the scholarships and how to apply for them, refer to each institutional website for further information.

<table>
<thead>
<tr>
<th>Institution</th>
<th>For further information about Other Scholarships:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Academy of Design</td>
<td><a href="http://www.designacademy.edu.au/">www.designacademy.edu.au/</a></td>
</tr>
<tr>
<td>Australian College of Applied Psychology</td>
<td><a href="http://www.acap.edu.au/Scholarships.html">www.acap.edu.au/Scholarships.html</a></td>
</tr>
<tr>
<td>Australian Institute of Fitness</td>
<td><a href="http://www.fitness.edu.au/monty-dortkamp-scholarship">www.fitness.edu.au/monty-dortkamp-scholarship</a></td>
</tr>
<tr>
<td>Australian Maritime College</td>
<td><a href="http://www.amc.edu.au/scholarships">www.amc.edu.au/scholarships</a></td>
</tr>
<tr>
<td>Blue Mountains International Hotel Management School</td>
<td><a href="http://www.bhtafe.edu.au/students/scholarships/Pages/default.aspx">www.bhtafe.edu.au/students/scholarships/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td><a href="http://www.bhtafe.edu.au/students/scholarships/Pages/default.aspx">www.bhtafe.edu.au/students/scholarships/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Charles Sturt University</td>
<td><a href="http://www.csu.edu.au/scholarships">www.csu.edu.au/scholarships</a></td>
</tr>
<tr>
<td>Chisholm</td>
<td><a href="http://www.CarolineChisholm.org.au">www.CarolineChisholm.org.au</a></td>
</tr>
<tr>
<td>Central Queensland University</td>
<td><a href="http://www.cqu.edu.au/study/useful-info/scholarships">www.cqu.edu.au/study/useful-info/scholarships</a></td>
</tr>
<tr>
<td>Deakin University</td>
<td><a href="http://www.deakin.edu.au/scholarships">www.deakin.edu.au/scholarships</a></td>
</tr>
<tr>
<td>Holmesglen</td>
<td><a href="http://www.holmesglen.edu.au/services/student_services/scholarships2">www.holmesglen.edu.au/services/student_services/scholarships2</a></td>
</tr>
<tr>
<td>International College of Hotel Management</td>
<td><a href="http://www.ichm.edu.au/admissions/scholarships">www.ichm.edu.au/admissions/scholarships</a></td>
</tr>
<tr>
<td>JMC Academy</td>
<td><a href="http://www.jmcacademy.edu.au/About/Undergraduate-Scholarships.cfm">www.jmcacademy.edu.au/About/Undergraduate-Scholarships.cfm</a></td>
</tr>
<tr>
<td>Kangan Institute</td>
<td><a href="http://www.kangan.edu.au/scholarships/">www.kangan.edu.au/scholarships/</a></td>
</tr>
<tr>
<td>La Trobe Melbourne</td>
<td><a href="http://www.latrobeuniversity.edu.au/enrol-today/scholarships">www.latrobeuniversity.edu.au/enrol-today/scholarships</a></td>
</tr>
<tr>
<td>La Trobe University</td>
<td><a href="http://www.latrobe.edu.au/scholarships">www.latrobe.edu.au/scholarships</a></td>
</tr>
<tr>
<td>Monash University</td>
<td><a href="http://www.monash.edu/scholarships">www.monash.edu/scholarships</a></td>
</tr>
<tr>
<td>Oceania Polytechnic Institute of Education</td>
<td><a href="http://opie.vic.edu.au/content/current-students/studying-opie">http://opie.vic.edu.au/content/current-students/studying-opie</a></td>
</tr>
<tr>
<td>Qantm College</td>
<td><a href="http://melbourne.qantm.com/en-gb/content/5562/Welcome_to_the_Qantm_College_Scholarship_Scheme">http://melbourne.qantm.com/en-gb/content/5562/Welcome_to_the_Qantm_College_Scholarship_Scheme</a></td>
</tr>
<tr>
<td>RMIT University</td>
<td><a href="http://www.rmit.edu.au/scholarships">www.rmit.edu.au/scholarships</a></td>
</tr>
<tr>
<td>SAE Institute</td>
<td><a href="http://melbourne.sae.edu/en-gb/content/5546/Welcome_to_the_SAE_Institute_Scholarship_Scheme">http://melbourne.sae.edu/en-gb/content/5546/Welcome_to_the_SAE_Institute_Scholarship_Scheme</a></td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td><a href="http://www.future.swinburne.edu.au/scholarships">www.future.swinburne.edu.au/scholarships</a></td>
</tr>
<tr>
<td>South West Institute of TAFE</td>
<td><a href="http://www.swtafe.vic.edu.au/students/scholarships-and-awards-program/">www.swtafe.vic.edu.au/students/scholarships-and-awards-program/</a></td>
</tr>
<tr>
<td>University of Ballarat</td>
<td><a href="http://www.ballarat.edu.au/scholarships">www.ballarat.edu.au/scholarships</a></td>
</tr>
<tr>
<td>The University of Melbourne</td>
<td><a href="http://www.unimelb.edu.au/scholarships">www.unimelb.edu.au/scholarships</a></td>
</tr>
<tr>
<td>Victoria University</td>
<td><a href="http://www.vu.edu.au/scholarships">www.vu.edu.au/scholarships</a></td>
</tr>
<tr>
<td>William Angliss Institute of TAFE</td>
<td><a href="http://www.angliss.edu.au/Educational-Grants">www.angliss.edu.au/Educational-Grants</a></td>
</tr>
</tbody>
</table>
About STAT

STAT stands for Special Tertiary Admissions Test. There are two versions of STAT:

• STAT Multiple Choice
• STAT Written English

STAT Multiple Choice

The test consists of seventy multiple choice questions that test your ability to read and interpret graphical displays of information and passages of writing, to use mathematical relationships and to apply reasoning to tables of data.

Duration: Two hours, with ten minutes reading time.

STAT Written English

The test requires you to write two short essays to assess your ability to communicate effectively in writing.

Duration: One hour, with five minutes reading time.

These tests are developed and marked by ACER (Australian Council for Educational Research) and are subject to international testing standards. They are designed to test a range of competencies commonly considered important for success in tertiary study.

Do I need to sit STAT?

You need to sit the STAT if:

• It is listed in Extra requirements for any of the courses you are applying for. The particular version you are required to sit is specified in the course information in CourseSearch on the VTAC website.
• It is listed as a requirement of the institutions you are applying to.
• you are applying under Special Entry Access Scheme (SEAS) Category 1 for Australian Catholic University, La Trobe University, Navitas College of Public Safety or The University of Melbourne. For further information refer to the SEAS section of this guide.

Sat the test before?

If you previously sat a STAT you may not need to re-sit the test. STAT results achieved since May 2008 are valid in Victoria for 2013 courses.

Note: If you apply for courses through VTAC this year, VTAC will collect and forward your test results to the institutions on your application. You can claim a previous STAT result when completing the course application.

Check exemptions carefully

You may not need to sit the test if you meet the exemption criteria. Before you book an admissions test, carefully read the course information and check any specific requirements of the institution to find out if you need to sit the test or if you are exempt.

Note: There are no courses in the VTAC Guide that require STAT results for current Year 12 students.

Which institutions use STAT?

Australian Catholic University

Applicants applying for any course at Australian Catholic University, under the Category 1: Mature Age consideration for Special Entry Access Scheme are required to sit the STAT Multiple Choice. For further information refer to the SEAS section of this guide.

Charles Sturt University

Non–Standard Year 12

You may be required to sit a STAT Multiple Choice for all courses (excluding Physiotherapy) if you are currently studying a non-standard Year 12 qualification, e.g. Waldorf class 12, Accelerated Christian School, Foundation Year Program. Your STAT result will help us assess your likelihood of success at university. For advice on whether you should sit the STAT telephone 1800 334 733.

Deakin University

STAT Multiple Choice is a requirement for some NONY12 applicants in particular courses. Please check the course information in CourseSearch on the VTAC website carefully to determine which courses require the test. The Bachelor of Education- Primary and all Faculty of Health courses, require a STAT Multiple Choice where the applicant has not completed Year 12 or (equivalent) or has not undertaken any tertiary study within the last five years.

Applicants for Nursing courses who are Enrolled Nurses or eligible to register as an Enrolled Nurse with the Nursing and Midwifery Board of Australia are not required to sit the STAT.

Holmesglen

NONY12: Applicants applying for Early Childhood Education and/or Nursing must complete the STAT Multiple Choice.

La Trobe University

La Trobe University considers STAT Multiple Choice results from some Non-Year 12 applicants and all applicants applying for Mature-Age Special Entry (see Principles of Selection). Refer to the Extra requirements section under the course information in CourseSearch on the VTAC website.
Non-Year 12 applicants may choose to supplement their academic record by sitting the STAT if they:

- Have an ATAR attained in 2011, or earlier, which is below the 2012 clearly-in ATAR for the course.
- Have TAFE or other qualifications with ungraded assessment (only pass/fail results rather than actual grades)
- Have TAFE or university qualifications, obtained in 2011 or before, not deemed competitive for entry. Please contact the relevant faculty for further advice.

Applicants applying through Category 1 of the Special Entry Access Scheme (SEAS) for mature age consideration must sit the STAT Multiple Choice.

**Monash University**

Applicants for courses that list STAT as an Extra requirement must sit STAT if:

- they have no school, TAFE or university results that can be considered for entry. (Only Information Technology courses and the Nursing course at Gippsland will consider applicants on this basis), or
- they have TAFE or other tertiary qualifications with ungraded assessment and no other basis for entry; or
- they have VCAL or other secondary study with ungraded assessment but no other basis for entry.

Note: Ungraded assessment means assessment with pass/fail results rather than grades.

**Northern Melbourne Institute of TAFE**

Non-Year 12 applicants applying for the Bachelor of Education (Early Years), Bachelor of Early Years Studies or Associate Degree in Early Years Studies who have not completed Year 12 (or equivalent) must sit the STAT Multiple Choice. For advice on whether you should sit the STAT, please call (03) 9269 1390.

**RMIT University**

The STAT Multiple Choice is a requirement for some NONY12 applicants in Nursing courses. Please check course entries carefully to determine which courses require the STAT.

**Swinburne University of Technology**

Applicants for Swinburne courses that list STAT as an Extra requirement must sit the STAT Multiple Choice Test if they:

- Do not satisfy the minimum tertiary entry requirements (see Minimum tertiary and institutional requirements section of Swinburne’s Institutional Pages); or
- Have no school, TAFE or university results recent enough to be considered for entry (i.e. within the past seven years); or
- Have TAFE or other tertiary qualifications with ungraded assessment (only have pass/fail results rather than actual grades) and no other basis for entry; or
- Have VETAL or other secondary study with ungraded assessment (only have pass/fail results rather than actual grades) but no other basis for entry; or
- Have an ATAR attained in the year of application or prior which is below the Clearly-in ATAR for the course (as listed in this Guide).

For further information see Swinburne’s STAT information page at [www.swinburne.edu.au/stat](http://www.swinburne.edu.au/stat)

**University of Melbourne (The)**

Applicants eligible for the Non-School Leaver Entry Pathway who wish to use a general aptitude test for entry must complete the STAT (both the STAT Multiple Choice and the STAT Written English sections) or the SAT (all sections of the SAT Reasoning Test, consisting of Critical Reading, Mathematics and Writing). For more information about the Non-School Leaver Entry Pathway visit [www.access.unimelb.edu.au/nsl](http://www.access.unimelb.edu.au/nsl)

**Where and when: STAT sittings**

**STAT 2012 sittings**

It is important you consider the following when booking a sitting(s):

- Both STAT Multiple Choice and STAT Written English are held at the venues, dates and times below. If you are required to book both tests, you must book for two separate times.
- **STAT Multiple Choice:** Candidates are not permitted to sit the STAT Multiple Choice more than once in any testing year (15 April 2012 to 14 April 2013)
- **STAT Written English:** Candidates are not permitted to sit the STAT Written English more than once in any testing year (15 April 2012 to 14 April 2013)
- **Early offers:** If you wish to be considered for early offers in November 2012, you must book an October sitting.
- **Closing dates:** Please note the closing dates for bookings and payments.
- Dates and locations for mid-year STAT sittings next year will be available on the VTAC website in March 2013.
### About ALSET

The Australian Law Schools Entrance Test (ALSET) is an aptitude test developed and marked by the Australian Council for Educational Research (ACER) and is a requirement for some NONY12 applicants at Deakin University. The purpose of ALSET is to appraise your ability to think critically about issues and understand the material given. The questions are based on a wide range of law-related stimulus materials.

- **Duration:** two hours with an additional ten minutes reading time.

### Do I need to sit ALSET?

The following courses may require the ALSET for NONY12 Applicants: Arts/Law; Commerce/Law; Criminology/Law; Law; Arts (International Studies)/Law; Law (off-campus); Management/Law; and Science/Law.

You are exempt from sitting the ALSET if you:

- are a Current Year 12 student; or
- have completed Year 12 studies in 2009, 2010 or 2011 and have not undertaken any tertiary studies (including TAFE studies, diploma or above) in the interim; or
- sat the ALSET (formerly referred to as DULSAT) in 2009, 2010 or 2011 and intend to use the result from that year; or
- are currently enrolled or were enrolled in a Bachelor of Laws in 2010, 2011, 2012 and have completed: the equivalent of one full-time year at an Australian university (including at least 2 (LLB) law units); Bachelor of Laws/combined course or the Juris Doctor (No other Law course is eligible under this exemption clause); have successfully completed an Australian postgraduate qualification in Law in the last ten years (3 out of 4 units must be law units).

If you are unsure whether or not you should sit the ALSET for entry into a Deakin Law course email bl-lib@deakin.edu.au In the email please include the details of the grounds on which you believe you are eligible for an exemption. Only the School of Law has the authority to advise applicants whether they are required to sit the ALSET.

If you sit overseas through ACER in 2012 then you will not be able to book the ALSET through VTAC.

### ALSET and selection at Deakin

How much weighting is given to the ALSET for selection depends on whether you have a GPA (Grade Point Average) from prior tertiary studies.

For those applicants who complete the ALSET, ranking will be as follows:

- If you have a GPA from prior tertiary studies; GPA (60%), ALSET (40%).
- If you have no GPA from prior tertiary studies; ALSET (100%).

### Where and when: ALSET sittings

It is important you consider the following when booking your sitting(s):

- Candidates are not permitted to sit the ALSET more than once in any testing year (1 July 2012 to 30 June 2013)
- Applicants for Deakin Law (off-campus): It is recommended that applicants book to sit in October as this course makes most offers in the early round.
- Closing dates: Please note the closing dates for bookings and payments.

<table>
<thead>
<tr>
<th>STAT 2012 sittings</th>
<th>Saturday 20 October. Bookings and payments close 5pm, 12 October.</th>
<th>Sunday 21 October. Bookings and payments close 5pm, 12 October.</th>
<th>Saturday 24 November. Bookings and payments close 5pm, 16 November.</th>
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Special Sittings
If you can't attend on these dates or if you have special needs, you may be eligible for a special sitting. For information on eligibility and instructions on how to apply for a special sitting see the admissions tests section of the VTAC website.

How to book
STAT/ALSET Sittings

See a demonstration
You can view a demonstration on the VTAC website before you book an admissions test. The ‘demo’ works just like the real thing, but you won’t be able to save or submit anything you type into the demo.

Check sitting dates and times
The first thing you need to do is check where and when the tests are being held and if you will be able to attend. See Where and when: STAT (page 52-53) and Where and when: ALSET (see page 53).

Register with VTAC
Before you can book admissions tests, you must register with VTAC. If you registered anytime before August 2012, you will need to register again. To find out how to register, see VTAC ID and PIN (see page 9).

Login to your VTAC user account
To access the STAT/ALSET booking you must log into your VTAC user account using your VTAC ID and PIN.

Open the STAT/ALSET booking request
To open the booking request, select ‘STAT/ALSET bookings & information’ in your VTAC user account.

STAT/ALSET Booking Fees
To sit an admissions test through VTAC, you must make a booking and pay the booking fee.

How much?
You will be charged a booking fee for each test you book. If you book two tests you must pay two booking fees. If you book three tests you must pay all three booking fees.
Bookings are processed immediately when payment is received and you remain liable for the booking fee even if you withdraw your booking later. So before you book, you should check carefully whether you need to sit the test. See Who needs STAT? (page 51) and Who needs ALSET? (page 53).

Where to pay
You will be asked to pay online at the end of your booking. You can choose to pay immediately or later through your VTAC user account.

How to pay
You can choose to pay via your PayPal account, or with your Visa or MasterCard.

Ensure your fees are paid on time
You will not be able to sit the test unless your test booking fees have been paid in full. If you haven’t paid by the final payment date, your STAT booking will be automatically removed. See Where and when: STAT (page 52-53) and Where and when: ALSET (page 53).

About other admissions tests

UMAT
UMAT (Undergraduate Medicine and Health Sciences Admission Test) is a requirement for some courses that have applications through VTAC (La Trobe University and Monash University). UMAT is administered by ACER (Australian Council for Educational Research) and is held once a year only. UMAT2012 was held on Wednesday 25 July 2012. This date was set by UMAT Consortium universities. For courses that list UMAT in Extra requirements you must have already completed the test before you apply. If you have not completed the test you do not meet the application requirements for these courses—you will have to sit the test and apply for these courses next year. For more information see the UMAT website (http://umat.acer.edu.au/).

ISAT
ISAT (International Student Admissions Test) is administered by ACER (Australian Council for Educational Research). Currently, the only VTAC applicants required to sit ISAT are international students who are currently studying Year 12 in Australia and applying for Type 3 places in Medicine/Surgery or Physiotherapy at Monash University. ISAT is also used by a number of interstate universities. For a list of test dates and locations and more information about the test see the ISAT website (http://isat.acer.edu.au/).

VETASSESS
The VETASSESS Test is a requirement for applicants in some Nursing courses. Please check course entries carefully to determine which courses require the VETASSESS.

Other admissions tests
Institutions may administer their own admissions tests. Details of any admissions test for courses in the VTAC Guide must be published in Extra requirements in the course entry on the VTAC website.

Australian Guild of Music Education
Tests will be conducted after performance auditions. For more information go to: www.guildmusic.edu.au/PDF-files/Selection%20for%20Students09.pdf
JMC Academy
Contemporary Music and Performance applicants may be required to sit a music theory test to ascertain their level of knowledge. Please contact the institution for further information.

La Trobe University
Science, Technology and Engineering: La Trobe University requires the Mathematics test to be completed for some Non-Year 12 applicants. These applicants must sit the Science, Technology and Engineering Mathematics Test if:
- They have not met the mathematics prerequisite requirements for the course
- They have sought advice from the faculty
- The mathematics test is clearly stated as an Extra requirement in the course entry.

Contact (03) 9479 2591 or sci.tech@latrobe.edu.au to ascertain if you are required to undertake the mathematics test or a recommended bridging program in mathematics.

Oceania Polytechnic Institute of Education
Check out the extra requirements in the online VTAC Guide and contact the institution for further information.

After you book
STAT/ALSET Sittings

Confirmation letter and further information
Your confirmation letter will be available to download from your VTAC user account and emailed to you after you have completed the STAT/ALSET booking request and paid all booking fees due to VTAC. All candidates are required to present the confirmation letter at their sitting. For further information and full details on what to bring to the test, see Preparing for a test on the VTAC website.

What else is in the VTAC user account?
After you book an admissions test, in your VTAC user account you can also:
- view or change your booking
- add another test
- view your results

Made a mistake?
If you have made a mistake and want to change your personal details or admissions test bookings, see Making changes (page 26) or Change your STAT/ALSET sitting (this page).

Add another test
If you’ve already booked a sitting for one test (e.g. STAT Multiple Choice) and you later realise that you also need to sit another test (e.g. STAT Written English or ALSET), you can add a sitting by selecting the ‘Add STAT/ALSET’ option in your VTAC user account up until the closing date.

Change your STAT/ALSET sitting
If you have not yet paid your booking fee(s), you can change the type of test, venue, date and/or time of your sitting from your VTAC user account until the booking/payment closing date. See Where and when: STAT (page 52-53) and Where and when: ALSET (page 53).

If you have paid your booking fee(s), you can change the type of test, venue, date and/or time of your sitting up until three days before the test dates (October 17 for October sittings), (November 21 for November sittings).

Withdrawing your booking
If you have not paid your booking fee(s), and wish to withdraw, you can withdraw through your VTAC user account.

If you have paid your booking fee(s), and wish to withdraw, you must submit your request to the STAT/ALSET Coordinator at VTAC. If you withdraw your booking, you remain liable for booking fees because all bookings are processed immediately on lodgement.

Getting your STAT/ALSET results
If you have booked STAT/ALSET sittings through VTAC and paid your booking fee(s) your results will be available in your VTAC user account and you will be mailed a results statement approximately four weeks after your testing session. See dates and fees (page 1).

Understanding your STAT/ALSET results
- There is no pass or fail score for admissions tests administered by VTAC.
- Most STAT scores are reported as a mark between 100 and 200; however, scores below 100 and above 200 for the STAT are possible.
- STAT Multiple Choice scores are calculated individually for the verbal and quantitative components of the test, as well as a total score.

The percentile rank indicates the percentage of candidates who had a score less than your score. For example, if you achieve a percentile rank of 76.3, you have achieved a higher score than 76.3% of the people taking the test.

It is not possible for selection authorities at institutions to confirm whether a particular percentile ranking will result in an offer, because the number of applicants and the results they achieve will vary each year.

Replacement statement
You don’t need a STAT/ALSET results statement to apply for courses through VTAC. If you would like a copy of your results statement for other reasons, and you sat an admissions test through VTAC prior to this year, you can print and complete the Request for VTAC documentation form from the VTAC website and fax or mail it to the STAT Co-ordinator at VTAC, with the required identification and payment. Full details are included on the form.
**Year 12 and ATAR**

The ATAR is not a score out of 100—it is a rank. It shows a student’s achievement in relation to other students.

**The ATAR***

The Australian Tertiary Admission Rank (ATAR) is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies. VTAC forwards the ATAR along with application information to selection authorities at institutions.

*For information about how the ATAR is used for selection see Selection criteria (page 19).*

*ATAR was previously known as ENTER (Equivalent National Tertiary Entrance Rank). The change to ATAR, the nationally agreed name used by all Australian states and territories (except Queensland), is a change in name only. There is no change to the calculation.

**How is the ATAR calculated?**

VTAC uses VCE results issued by VCAA (Victorian Curriculum and Assessment Authority) to calculate the ATAR.

Subject to the restrictions outlined in VICTER 2012, 2013 and 2014 (available at [www.vtac.edu.au](http://www.vtac.edu.au)) the ATAR is developed from an aggregate produced by adding:

1. ATAR subject score in one of English, English Language, Literature or ESL
2. The next best three ATAR subject scores permissible; and
3. 10% of the fifth and sixth permissible scores that are available.

**Who gets an ATAR?**

VCE students: VTAC calculates an ATAR for all VCE students who have successfully completed the VCE and satisfied minimum tertiary entrance requirements. Only applicants who have at least four VCE study scores in an acceptable combination will have an ATAR calculated.

Interstate Year 12 students: If you are studying an interstate Year 12, VTAC receives your results and ranks from your state admissions centre/authority. Interstate Year 12 results (except Queensland) provide you with an ATAR.

Queensland uses a ranking system (OP) which is not equivalent to the ATAR. A conversion table for the Queensland OP to the ATAR is available on the QTAC website ([www.qtac.edu.au](http://www.qtac.edu.au)).

**Notional ATAR**

A notional ATAR is a rank calculated by VTAC used to directly compare the results of applicants who have studied under different Victorian educational systems. For example, if you have gained a Victorian secondary qualification other than the VCE (i.e. Matriculation, HSC, IB), you will not have an ATAR. A notional ATAR is calculated to indicate that you meet minimum tertiary entrance requirements in Victoria.

A notional ATAR is created for:

- all applicants who have successfully completed a full Victorian Year 12 attempt prior to 1992
- all applicants with a combination of pre-1992 and post-1992 Victorian Year 12 subjects (including English) who have for the first time, at least four VCE study scores, VCE (HSC) Group 1 subjects or their predecessors
- all applicants who have studied International Baccalaureate in Victoria, qualified for the IB Diploma and sat the GAT (or received formal exemption).

**Getting your results**

**Victorian Year 12 students**

If you are a current VCE student:

- your VCE study scores, ATAR and ATAR subject scores will be available to you via internet and SMS services. See page 2 for dates. 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 fees will be sent an ATAR statement.

If you completed Year 12 in Victoria in a previous year:

- you can request a statement of your ATAR (or Notional ATAR) by downloading and completing the Request for VTAC documentation form from the VTAC website ([www.vtac.edu.au](http://www.vtac.edu.au)) and either faxing it with credit card details or sending it by mail to VTAC enclosing a cheque or money order (payable to VTAC). You must also provide a copy of photo identification which includes your signature. Fax and address details are included on the form. See page 2 for fees.
International Baccalaureate (IB) students
If you are studying International Baccalaureate, your IB results will be released to your school (if your school has submitted the results release service) from the IB Curriculum and Assessment Office (Cardiff, UK) in early January. You can obtain your results from your IB coordinator.
If you are eligible for a notional ATAR (see above), have applied for courses through VTAC this year and paid your VTAC fees you will be sent a notional ATAR statement.

Interstate Year 12 students
If you are studying an interstate Year 12, you will receive your results from the body administering secondary study in your state or territory.

New Zealand Year 12 students
If you are studying a New Zealand Year 12, you will receive your results from the body administering secondary study in New Zealand.

Do you need to supply results to VTAC?

International Baccalaureate (IB) results
If you are an IB student applying through VTAC you must ensure that your school has submitted the necessary results release to the International Baccalaureate Organization (IBO) to enable VTAC to obtain your results electronically.

New Zealand Year 12 results
If you are studying the NCEA in New Zealand and applying through VTAC, you must ensure that you correctly quote your National Student Number (NSN) and sign the necessary release to the New Zealand Qualifications Authority (NZQA) so that VTAC can obtain your results electronically.

Australian Year 12 results
You do not need to supply your VCE/Australian Year 12 results statement to VTAC.

The ATAR
You do not need to supply your ATAR statement to VTAC.

Other results
For information about which results you need to supply to VTAC see Evidence of results (page 23).
This is a joint enquiry service provided by staff of both the Victorian Curriculum and Assessment Authority (VCAA) who are responsible for your VCE results and the Victorian Tertiary Admissions Centre (VTAC) who are responsible for the calculation of your ATAR.

If you are confused about your VCE results, ATAR or scaling then telephone or email PRAS for your one stop shop of experts.

To contact an expert:
Telephone: (03) 9651 4640 or toll free 1800 653 080; OR
Email: pras@edumall.vic.gov.au
When: Monday 17 December 2012: 7.00am – 5.00pm
Tuesday 18 December and Wednesday 19 December 2012: 9.00am – 5.00pm.

If you do not receive your VCE statement of results or ATAR statement by Tuesday 18 December 2012, don’t panic, check with Australia Post, or if you have moved, check your old address.
How the offer system works
If you do not pay your course application processing fee by the due date, your application will not be sent to the course selection authorities.

After the course selection authorities have considered your application, they will advise VTAC whether they wish to offer you a place in the course. VTAC then advises you of the highest offer on your preference list. In subsequent offer rounds, you will be considered for course preferences higher than the offers you have received. VTAC will again advise you of the highest offer made (if any).

All offers are provisional
Any offer you receive is subject to you:
- meeting eligibility requirements

You submit your VTAC course application
Note: Submitting an application does not guarantee an offer.

You pay your course application processing fee
Note: You are advised to check your VTAC user account to ensure the fee has been received by VTAC. You will not be considered for offers if you haven’t paid your course application processing fee.

VTAC processes your application and supplies it to the course authorities for each course you have listed
Note: All decisions about offers are made by course authorities at the institutions, not by VTAC.

Course authorities consider your application

Course authorities advise VTAC if they want to make you an offer

VTAC notifies you of the highest offer for the current round

You accept or decline the offer with course authorities

If there are still places available, course authorities will consider applications for the next round

- having provided full and correct information on your VTAC application
- attending enrolment at the date and time specified in your offer letter.
Otherwise, your offer may lapse or be withdrawn.

Offer rounds
Offers are released to applicants at different times (referred to as ‘offer rounds’).
For the 2013 enrolment period there will be:
- Early offer round
- International offer round
- Round 1 graduate entry teaching offer round
- Round 1 undergraduate and other graduate offer round
- Round 2 graduate entry teaching offer round
- Round 2 undergraduate and other graduate offer round
- Mid-year offers 2013

For release dates and times, see Dates and fees (page 2).
For Institutional policy statements about participation in offer rounds, refer to Results and Offers at www.vtac.edu.au

Other offer options
- Supplementary offers
- Negotiated offers

Early offer round
To be considered for early offers, you must:
- be a non-Year 12 applicant;
- apply during the timely application period;
- pay your course application processing fee by the earlier payment date listed for early offers; and,
- provide any supporting documentation to VTAC by the earlier date listed for early offers.

For more information, see Non-Year 12 applicants (page 10).
If you receive an early offer, you will still be automatically considered for higher preferences in later offer rounds.
If you wish to also be considered for courses lower on your preference list than the Early offer you have received, change your preferences by moving the course that you have been offered to the lowest preference place by the close of change of preference.
Which courses make early offers?
Institutions may make early offers for some courses. A list of these courses will only be available when early offers are released. To find out which courses make early offers, you can check the VTAC website (www.vtac.edu.au) in mid November.

International offer round
Offers for international fee places (course codes ending in 3) are only available for eligible current Year 12 students. To find out if you are eligible to apply for international places through VTAC, see Who can apply? (page 5).

Rounds 1 and 2
If you applied for course codes ending in 1, 2 and 4, you will receive a message in your VTAC user account and a letter advising whether you have received an offer.
If you have not received any offers you will be notified in Round 2.
Don’t panic if you haven’t received the offer you were hoping for. You may still be eligible for future offers.
If you applied for course codes ending in 1, 2 and 4, you will automatically be considered, in Round 2, for:
- preferences listed higher than an offer you’ve received, or
- all preferences if you haven’t received an offer
If you want to be considered for preferences which are listed lower on your VTAC application than an offer you have received or a course that is not on your list of preferences, see Negotiated offer process (this page).
If you applied for course codes ending in 3, you will be considered for offers in the International offer rounds.

Round two—No guarantees
Even if you are eligible, there are no guarantees that you’ll receive an offer in the next round. Course authorities can only make offers in future rounds if there are places available. Some courses may fill their quotas in Round 1.
Your chances of receiving an offer in the next round will vary for each course. However, in general, over 80% of offers are made in Round 1.

How many offers?
If you are applying for general tertiary and other graduate courses, you can receive a maximum of one offer per offer round.
If you do not receive any offers in any of the offer rounds you are also eligible to apply for a course not listed on your application using the Negotiated offer process, or if you have given VTAC permission to release your application information to courses with vacancies, you may be eligible for a supplementary offer.

Getting your offers
When offers are released, you can view your offers in your VTAC user account. You will also receive an offer letter by mail. For release dates and times, see Dates and fees (page 2).
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 user account. If you want to change your permission, see Making changes (page 26).
Verbal offers have no status. If you receive a verbal offer you should ask for the name of the person making the offer and contact VTAC immediately.

Other offer processes
Negotiated offer process
If your negotiated offer request is approved, you cannot submit another request and you forfeit the right to be considered for any other offers through VTAC for the remainder of the selection period.

What are my chances?
Your chances of receiving a negotiated offer depends on whether there are still places available after the previous offer round.
Round 1 offers are released, whether you meet the selection criteria and whether selection authorities are willing to make you an offer.

When to apply
International students can only apply for a negotiated offer after the undergraduate offer round on 17 January 2013 (2pm).
All other applicants can apply for negotiated offer after Round 1 offers are released. See Dates and fees (page 2).

Who can apply for a negotiated offer?
You can apply for a negotiated offer if you want to be considered for:
- a course preference listed lower than an offer you have received
- a course not listed on your application (including graduate-entry teaching courses)

Graduate entry teaching—Specialist teaching areas
If you applied for graduate-entry teaching courses, you can use your negotiated-offer request for a course (as above), and/or to apply for different specialist teaching areas for:
- a course preference listed lower than an offer you have received.
- a course preference listed higher than an offer you’ve received if you answered ‘no’ to other methods for that course on your application.
- any course preference if you haven’t received an offer and you answered ‘no’ to other methods for that course on your VTAC application.
Don’t rely on the negotiated offer option to get into the course you want. Not all courses accept negotiated-offer requests. And because some courses fill fast, all places in the course may be taken by Round 1.

To find out if the course you want accepts negotiated-offer requests, contact the institution or check their website. For contacts and website, see individual institution pages in this guide or the VTAC website (www.vtac.edu.au).

### How to apply for a negotiated offer

First you must ensure that you meet the requirements for the course.

If you are applying for graduate-entry teaching courses you must also qualify for the specialist teaching areas. See Entrance requirements (page 7).

Next you must contact the selection officer for the course to find out whether there are any places available and whether they are prepared to consider making you an offer. At this stage you should also check the final date they will accept applications for a negotiated offer and if the selection officer requires any documentation. Then you must complete the negotiated-offer request in your VTAC user account (www.vtac.edu.au/account).

### What happens next?

Your request is forwarded to the course selection officer to consider. You can track the progress of your negotiated-offer request via your VTAC user account (www.vtac.edu.au/account).

#### Pending status

If the status of your negotiated-offer request is ‘Pending’, it is still awaiting a response from the selection officer. While your request is ‘Pending’ you can choose to remove it and submit another request for a different course. Or you can wait to be considered for higher preferences on your course application.

You can only have one negotiated-offer request ‘Pending’ at any one time.

#### Rejected status:

If the status of your negotiated-offer request is ‘Rejected’, you will not be offered a place in that course. You can submit another request for a different course. Or you can wait to be considered for higher preferences on your course application.

#### Approved status:

If the status of your negotiated-offer request is ‘Approved’, you will be offered a place in that course.

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If your negotiated-offer request is approved your offer will be formalised through the VTAC offer system and you will receive an offer message in your VTAC user account and an offer letter by mail in the next offer round.

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### Supplementary offer process

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

#### Who can get supplementary offers?

You may receive supplementary offers if you:

- have not received an offer in any of the previous offer rounds (Early, Round 1, Round 2); and,
- have not been granted an offer for a negotiated offer; 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 user 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.

### Accepting an offer/enrolment

Receiving an offer does not confirm your enrolment in the course. To secure your place, you must follow the enrolment instructions in your offer message. In some cases you will be required to attend enrolment in person on a specific date and time.

#### If you can’t attend enrolment

If you are unable to attend at the specified time you should check with the institution whether a proxy (someone you choose) can enrol on your behalf.

A complete list of links to institutional enrolment and deferment policies is available on page 62.
Enrolment and deferment

VTAC does not administer the enrolment process for individual institutions. To enrol in the course you should follow the instructions in your offer message. You can enrol/defer in one course only and are usually required to attend in person on a specific date and time. Your specific enrolment date and time will be in your offer letter. Enrolment is generally held in the last week of January (for Round 1 offers) or second week of February (for Round 2 offers).

If you are unable to attend at the specified time you should check with institutions whether a proxy (someone you choose) can enrol on your behalf. Note: Arranging a proxy for enrolment is a completely separate process to arranging a proxy for your application through VTAC. If you miss your enrolment dated contact the institution directly and not VTAC.

Institutional enrolment policies

<table>
<thead>
<tr>
<th>Institution</th>
<th>For further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Interactive Entertainment</td>
<td><a href="http://www.aie.edu.au/Studentinformation/VetFee">www.aie.edu.au/Studentinformation/VetFee</a></td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td><a href="http://www.bhtafe.edu.au/courses/Pages/enrolment-what-bring.aspx">www.bhtafe.edu.au/courses/Pages/enrolment-what-bring.aspx</a></td>
</tr>
<tr>
<td>La Trobe University</td>
<td><a href="http://www.latrobe.edu.au/school/apply/six-steps">www.latrobe.edu.au/school/apply/six-steps</a></td>
</tr>
<tr>
<td>Photography Studies College</td>
<td>Photography Studies College courses will participate in the early offer round through VTAC. For further information please refer to the VTAC website in early November.</td>
</tr>
<tr>
<td>RMIT University</td>
<td><a href="http://www.rmit.edu.au/students/enrolment">www.rmit.edu.au/students/enrolment</a></td>
</tr>
<tr>
<td>South West Institute of TAFE</td>
<td><a href="http://www.swtafe.vic.edu.au/students/now-to-enrol/application-and-entry/">www.swtafe.vic.edu.au/students/now-to-enrol/application-and-entry/</a></td>
</tr>
<tr>
<td>Southern School of Natural Therapies</td>
<td><a href="http://www.ssnt.edu.au/student-info/how-to-apply">www.ssnt.edu.au/student-info/how-to-apply</a></td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td><a href="http://www.swinburne.edu.au/enrolment/">www.swinburne.edu.au/enrolment/</a></td>
</tr>
<tr>
<td>University Of Melbourne (The)</td>
<td><a href="http://www.futurestudents.unimelb.edu.au">www.futurestudents.unimelb.edu.au</a></td>
</tr>
</tbody>
</table>

VTAC does not administer the deferment process for individual institutions. If you wish to defer your offer you must ensure that deferment is available and then follow the instructions outlined on individual institutional websites (see below).

Institutional deferment policies

<table>
<thead>
<tr>
<th>Institution</th>
<th>For further information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Catholic University</td>
<td><a href="http://www.acu.edu.au/343823">www.acu.edu.au/343823</a></td>
</tr>
<tr>
<td>Box Hill Institute</td>
<td><a href="http://www.bhtafe.edu.au/services/Pages/defer.aspx">www.bhtafe.edu.au/services/Pages/defer.aspx</a></td>
</tr>
<tr>
<td>Deakin University</td>
<td><a href="http://www.deakin.edu.au/defer">www.deakin.edu.au/defer</a></td>
</tr>
<tr>
<td>GippsTAFE – Central Gippsland Institute of TAFE</td>
<td><a href="http://www.gippstafe.edu.au/prospective_students/policies">www.gippstafe.edu.au/prospective_students/policies</a></td>
</tr>
<tr>
<td>La Trobe Melbourne</td>
<td><a href="http://www.latrobecmelbourne.edu.au/policies">www.latrobecmelbourne.edu.au/policies</a></td>
</tr>
<tr>
<td>La Trobe University</td>
<td><a href="http://www.latrobe.edu.au/students/new-students/accept/defer">www.latrobe.edu.au/students/new-students/accept/defer</a></td>
</tr>
<tr>
<td>Melbourne Institute of Business and Technology</td>
<td><a href="http://www.mibt.vic.edu.au/apply-today/enrolment-conditions">www.mibt.vic.edu.au/apply-today/enrolment-conditions</a></td>
</tr>
<tr>
<td>Monash College</td>
<td><a href="http://monash.edu/study/international/apply/change-of-preference-form.pdf">http://monash.edu/study/international/apply/change-of-preference-form.pdf</a></td>
</tr>
<tr>
<td>Monash University</td>
<td><a href="http://www.monash.edu.au/enrolments/first-time/">www.monash.edu.au/enrolments/first-time/</a></td>
</tr>
<tr>
<td>Navitas College of Public Safety</td>
<td><a href="http://www.ncps.edu.au/forms-policies.html">www.ncps.edu.au/forms-policies.html</a></td>
</tr>
<tr>
<td>Photography Studies College</td>
<td><a href="http://www.psc.edu.au/courses/fulltime">www.psc.edu.au/courses/fulltime</a></td>
</tr>
<tr>
<td>RMIT University</td>
<td><a href="http://www.rmit.edu.au/students/enrolment/defer">www.rmit.edu.au/students/enrolment/defer</a></td>
</tr>
<tr>
<td>Southern School of Natural Therapies</td>
<td><a href="http://www.think.edu.au/about-think/think-quality/our-policies">www.think.edu.au/about-think/think-quality/our-policies</a></td>
</tr>
<tr>
<td>Swinburne University of Technology</td>
<td><a href="http://www.swinburne.edu.au/deferment">www.swinburne.edu.au/deferment</a></td>
</tr>
<tr>
<td>University Of Ballarat</td>
<td><a href="http://www.ballarat.edu.au/apply">www.ballarat.edu.au/apply</a></td>
</tr>
<tr>
<td>University Of Melbourne (The)</td>
<td><a href="http://www.futurestudents.unimelb.edu.au/ugrad-domestic/defer-policy">www.futurestudents.unimelb.edu.au/ugrad-domestic/defer-policy</a></td>
</tr>
<tr>
<td>Victoria University</td>
<td><a href="http://www.vu.edu.au/gotovu">www.vu.edu.au/gotovu</a></td>
</tr>
</tbody>
</table>
HECS-HELP
HECS-HELP is an Australian Government loan scheme to assist eligible students in Commonwealth supported places pay their student contribution amounts.

FEE-HELP
FEE-HELP is an Australian Government loan scheme to assist eligible fee-paying students pay all or part of their tuition fees for higher education courses.

VET FEE-HELP
VET FEE-HELP is an Australian Government loan scheme to assist eligible students pay all or part of their tuition fees for vocational education and training (VET) higher level qualifications (i.e. diploma and above).

Find out more
For more information about HECS-HELP, FEE-HELP and VET FEE-HELP and to find out if you are eligible, see the Study Assist website (www.studyassist.gov.au).

Other course costs
Other costs may include a Student Services and Amenities Fee and charges for specialist equipment and materials directly associated with your course of study. For more information on fees (and other costs) and payment options contact the institutions.

SA-HELP
SA-HELP is an Australian Government loan scheme that assists eligible students to pay all or part of their student services and amenities fee, which universities and other approved higher education providers can charge for student services and amenities of a non-academic nature, such as sporting and recreational activities, employment and career advice, child care, financial advice and food services.

Find out more
For more information about SA-HELP and to find out if you are eligible, see the Study Assist website (www.studyassist.gov.au).