

YEAR 12 STUDENTS APPLYING FOR COURSES FOR 2010

The Victorian Tertiary Admissions Centre (VTAC) administers the selection process for courses at universities, TAFE Institutes and independent colleges.

All courses offered by institutions (universities, TAFEs and independent colleges) appear in alphabetical order in the main section of the **VTAC Guide**, p. 110-608. (Information about Graduate entry teaching courses are towards the back, p. 609-634).

SOME STEPS IN CHOOSING COURSES

- Visit the **VTAC website** at www.vtac.edu.au, and use **CourseSearch** on that site to search for courses in your geographic location and interest area
- **Have a good look at the VTAC Guide** (p. 637 - 700 are an excellent starting point for locating courses that interest you).
- Attend **Open Days**
- **Discuss course options** with friends, family, teachers and career counsellor
- Leave your options open by **applying for both university and TAFE**

APPLICATION CHECKS

- I have met **course prerequisites**
- I am aware of the **selection mode and extra requirements** (eg folio presentation, interview, special application form) eg RMIT, page 412, Communication Design
- I have **used the correct course codes**
- I have applied for **courses in order of preference** (most preferred to least preferred) by 5.00pm, Wednesday 30 Sept 2009. **NOTE:** Applications for some VCA courses (University of Melbourne) **close on 31 August**. Eg Dance - see Additional Information (p.546) and Film and Television (p. 547).
- There are **no full-fee paying courses at university (some at TAFE and Independent Tertiary Colleges - course codes that end with a '2')**
- **CODES:**
CSP - Commonwealth (govt) Supported Place
IFP - International Fee-paying Place
VGF - Victorian Government Funded
DFP - Domestic Fee-paying Place
ITC - Independent Tertiary College

APPLICATION NUMBER, PIN, AND UMAT NUMBER (IF APPLICABLE)

When applying you will need an application number (your Year 12 student number). You will also need to state your UMAT number if you sat for this test. You will have to register first, using your application number and a PIN of your choice. **Make sure you do NOT forget your PIN.** You can register and then complete your application later on.

APPLY ON-LINE

Applications are submitted using the VTAC On-line Application. This interactive web-based process guides you through your application and can be accessed 24-hours-a-day at www.vtac.edu.au. List any previous studies (eg any Units 3 & 4 completed in 2008).

COSTS OF APPLYING

- **\$23.00 processing fee** if you apply by **30 Sept (5pm)** and **pay on-line by credit card**. It costs **\$31.00 to have an invoice mailed to you**. Your application is not processed until payment is made. Invoicing can take several days.
- Applying late - **30 Sept (6pm) till 14 Nov (5pm)** - cost: \$82.00/\$90.00
- Applying very late - **14 Nov (6pm) till 12 Dec (5pm)** - cost \$106.00/\$114.00.
- You should print off an Acknowledgement of Application after applying.
- After paying the fee (and processing occurs) you will be able to access your application details again by logging onto the **MyInfo** section on the VTAC website.

Many post-registration matters are accessed through **MyInfo** (eg applying for courses, scholarships, change of address or PIN, results, change of preference, offers); p 6 & 22. **Note:** a booklet about **scholarships** you can apply for using **MyInfo** on the VTAC site is available in the careers room.

COURSES

You can apply for **up to twelve courses using a combination of Type 1 CSP and Type 2 (full fee places)**. International students apply for Type 3 and over 20's Type 4. Costs depend on the course (Bands for 2009 on p. 18). See www.goingtouni.gov.au later on for 2010 bands (National Priorities - education, nursing, statistics, mathematics, science).

You must place the courses **in the order you would most like to do them**; you will be accepted into the first course for which you meet the requirements.

You can apply in **other states** as well as Victoria; important for high demand courses. Apply through the appropriate Admissions Centre (eg SATAC). Some interstate Guides are in the Careers Room and newsagencies sell them. Alternatively, access them on-line.

COURSE FEES

Commonwealth Supported Places (CSP) **course codes end in '1'**. The government subsidizes these courses, and the student is required to pay part of the cost, either 'up-front' at the beginning of each semester (with a 20% discount), or pay it off once you are earning a salary in excess of \$41,595 (in 2008-9 financial year).

If you apply for a course **ending with a '2' DFP**, it means you are **willing to pay the full cost of the course** eg see p 153, Box Hill TAFE, Music Performance (Degree). This can be quite expensive. You may be able to receive FEE-HELP from the government. Courses **ending with a '3'** are for **overseas students** studying Year 12 in Victoria only. For information about Fee-Help see: www.goingtouni.gov.au.

Once applications have been lodged with VTAC, course authorities at institutions receive all relevant details of applicants. **Selection is the responsibility of the individual course authorities located with institutions**. They advise VTAC of the names of those to whom they wish to make offers. VTAC forwards offer letters to successful applicants and regret to advise letters to unsuccessful applicants.

CHANGE OF PREFERENCE PERIODS

There are **two** periods when preferences can be changed. The first is 3 August - 30 October. The December period is a time for **review of courses** after receiving results on 14 December (website service). It closes at 12 noon on 21 December 2009 (VCE results and ENTER's are available by mail on 15 Dec). It is a good idea to review your application, especially if your ENTER is different from what you expected, or if you have had a change of plans. You may wish to **consult me during this time**.

RECEIVING AN OFFER

The **first round of offers will available on MyInfo from 18 January 2010** (in the mail and papers). There will be some **second round offers on 5 February** and a small number of supplementary offers on 23 February.

There is also the possibility of an **irregular offer**. This is your last chance to reconsider courses. You can **print a personalised form when you log into MyInfo**. An irregular offer form is used to see if there is a place in a course you have **not previously applied for**, or if **there are places in a course lower in your VTAC preferences** than the one for which you have received an offer (see p 33).

ACCEPTING AN OFFER

To accept an offer you must enrol in the course. You can accept an offer in a later round even if you have already accepted an earlier offer, however, you should withdraw from the original course.

REMINDERS

- Don't apply for courses **you really don't wish to do** simply to fill the twelve choices
- Look at **all options** - often the required ENTER at a rural campus is lower than a city one for a similar course; if you are looking at this option, apply for accommodation early and visit on Open Day
- Check **clearly-in data from last year** for courses you are applying for and be realistic; last year's ENTER's are a good guide for this year
- Consider applying **interstate**
- Visit the **careers room** for another interview - email me with a request
- Apply for **both university and TAFE** - remember you can 'articulate' from many TAFE courses to university (two years at TAFE often equals one year at university)
- If you are unsure what to apply for **consider a generalist course** (eg Arts, Science). You can specialise later.
- **Don't think too long-term**. You may have around six careers in your lifetime, so thinking about what you are 'going to do with the rest of your life' is unrealistic. Thinking about what you will do for the next five or so years is more realistic.
- Some new courses get **accreditation too late** for them to be in the Guide. Find out about them in the career newsletter and on the VTAC site. Apply direct to the institution involved unless VTAC supplies a code - ENTERs are often lower for these.
- If you have **questions about a course** you can: attend Open Day and ask; email the institution; phone the institution. Email addresses and phone numbers are provided at the beginning of each institution's entry in the VTAC Guide.
- Read the **information about scholarships, deferment, special entry schemes**, etc on the pages at the beginning of each institution's entry in the Guide.

DEFERRING YOUR OFFER

If you are **considering having a year off from study in 2010**, you are advised to **apply for a course in 2009 and defer any offer you receive**. This means that the university holds a place for you for 12 months. **Most** university courses can be deferred (check this for individual courses); TAFE does not allow deferral. You would have to apply again the following year. **NOTE:** The University of Melbourne is undergoing changes to its undergraduate programs and as a result it will not be possible to defer some courses in

2010 (see p 542 - Deferment). To find out the policy for other universities read the entry at the beginning of each university's section in the Guide (eg RMIT, p 403).

INDEPENDENT TERTIARY COLLEGES

These are found throughout the Guide, offering certificate IV, diploma and degree courses. **Fees for these courses** can be quite high. FEE-HELP is often available - see www.goingtouni.gov.au.

AUSTRALIAN CATHOLIC UNIVERSITY - EARLY ACHIEVERS PROGRAM

This program considers **your contribution to your community**, through school, local community organisations, culture, sport or a religious group. The Early Achievers program is available for all ACU courses. To apply go to www.acu.edu.au/earlyentry or call 1300 ASK ACU (275 228). You must still apply for your desired course through VTAC.

SPECIAL ENTRY ACCESS SCHEME (SEAS)

SEAS is the umbrella program run by most institutions for applicants who experienced **educational disadvantage**. Ten categories are recognised: 1. Mature age, 2. Non-English speaking background, 3. Indigenous Australian, 4. Family circumstances, 5. Socio-economic background, 6. Rural/isolated areas, 7. Under-represented schools, 8. Women or men in under-represented disciplines, 9. Disability or medical condition, 10. Refugee status. **Example: Category 8 - ACU** will give consideration to males applying for courses in nursing, early childhood or primary education; **RMIT** will give it to females applying for engineering or IT courses. Information booklets are available in the Study Centre.

FINALLY.....

Make an **appointment to see me** to discuss your options if you wish. You can do this by **calling in** at the Careers room or by **emailing** me with times that suit you and I will get back to you. I am also happy to assist you **complete your on-line application**, but you will need to have decided beforehand whether you will pay by credit card or receive an invoice. At Change of Preference time you can visit me in the Careers Room.

All the best for 2010; you are welcome to come back to school and see me next year (or in later years if you wish) if you have any issues you want to discuss.

Martin Walker