<table>
<thead>
<tr>
<th>Course applications</th>
<th>Open</th>
<th>Close</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timely application</td>
<td>5 August (9am)</td>
<td>27 September (5pm)</td>
<td>$27.00</td>
</tr>
<tr>
<td>Late application</td>
<td>27 September (7pm)</td>
<td>8 November (5pm)</td>
<td>$91.00</td>
</tr>
<tr>
<td>Very late application</td>
<td>8 November (7pm)</td>
<td>6 December (5pm)</td>
<td>$116.00</td>
</tr>
<tr>
<td>Mid Year 2014 application</td>
<td>Mid April 2014</td>
<td>Early June 2014</td>
<td>TBC</td>
</tr>
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<table>
<thead>
<tr>
<th>Payments</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Final payment date to be considered for offers in Jan 2014</td>
<td>23 December (4pm)</td>
<td>refer to fees above</td>
<td></td>
</tr>
<tr>
<td>Late payment to be considered for negotiated offers and/or supplementary offers in Feb 2014</td>
<td>20 Jan 2014</td>
<td>10 Feb 2014 (5pm)</td>
<td>$41.00</td>
</tr>
<tr>
<td>Mid-year 2014: Final payment date to be considered for mid-year offers</td>
<td>Early June 2014</td>
<td>To be advised</td>
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</tr>
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<table>
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<tr>
<th>Change of preference</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>August–October</td>
<td>5 August (9am)</td>
<td>25 October (5pm)</td>
<td>no fees</td>
</tr>
<tr>
<td>November–December</td>
<td>25 November (9am)</td>
<td>23 December (12noon)</td>
<td>no fees</td>
</tr>
<tr>
<td>November–January CY12 WA, IB and NZ NCEA applicants only</td>
<td>25 November (9am)</td>
<td>5 January 2014 (4pm)</td>
<td>no fees</td>
</tr>
<tr>
<td>Mid-year 2014: April–June</td>
<td>Mid April 2014</td>
<td>Early June 2014</td>
<td>no fees</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Supporting documentation for course applications</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Closing date to be considered for offers</td>
<td>6 December (5pm)</td>
<td>no fees</td>
<td></td>
</tr>
<tr>
<td>Mid-year 2014: Closing date to be considered for mid-year offers</td>
<td>Early June 2014</td>
<td>no fees</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VTAC Personal Statement</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Submission date to be considered for offers</td>
<td>6 December (5pm)</td>
<td>no fees</td>
<td></td>
</tr>
<tr>
<td>Final submission date (available for courses added after 6 December)</td>
<td>3 January 2014 (5pm)</td>
<td>no fees</td>
<td></td>
</tr>
<tr>
<td>Mid-year 2014: Submission date to be considered for mid-year offers</td>
<td>Early June 2014</td>
<td>no fees</td>
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<table>
<thead>
<tr>
<th>Special Entry Access Scheme (SEAS)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>SEAS application and supporting documentation</td>
<td>5 August (9am)</td>
<td>8 October (5pm)</td>
<td>no fees</td>
</tr>
<tr>
<td>Mid-year 2014: SEAS application and documentation</td>
<td>Early June 2014</td>
<td>no fees</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Scholarships</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Scholarship application and supporting documentation</td>
<td>5 August (9am)</td>
<td>18 October (5pm)</td>
<td>no fees</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>VCE results and ATAR</th>
<th>Online</th>
<th>Post</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for change of address to receive ATAR statement by mail (CY12 only)</td>
<td>9 December (5pm)</td>
<td>no fees</td>
<td></td>
</tr>
<tr>
<td>VCE results and ATAR</td>
<td>16 December (7am)</td>
<td>17 December</td>
<td>no fees</td>
</tr>
<tr>
<td>IB Notional ATAR</td>
<td>4 January 2014 (4pm)</td>
<td>7 January 2014</td>
<td>no fees</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Offers</th>
<th>Online</th>
<th>Email</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>International offers</td>
<td>13 January 2014 (2pm)</td>
<td>13 January 2014</td>
<td></td>
</tr>
<tr>
<td>Round 1 offers</td>
<td>17 January 2014 (2pm)</td>
<td>17 January 2014</td>
<td></td>
</tr>
<tr>
<td>Round 2 offers</td>
<td>6 February 2014 (2pm)</td>
<td>6 February 2014</td>
<td></td>
</tr>
<tr>
<td>Supplementary offers</td>
<td>February 2014</td>
<td>February 2014</td>
<td></td>
</tr>
<tr>
<td>Mid-year 2014 – Offer rounds</td>
<td>Late June 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The aim of this publication is to provide general information for current Year 12 students and their parents/guardians about researching tertiary options and applying for courses through VTAC.

For information on application requirements for specific institutions and courses see the VTAC website (www.vtac.edu.au).
About VTAC

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

For information about selection criteria see page 13

Victorian Tertiary Admissions Centre (VTAC)

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 messages to successful applicants on the institutions’ behalf.

VTAC also:

- calculates and issues the ATAR for VCE students and a notional ATAR for Victorian IB 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.
Am I eligible?

Entrance requirements

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

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

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

1. Tertiary entrance requirements

Vocational education and training (VET)

Certificate II, Certificate III:
There are no set minimum tertiary entrance requirements for 2014 entry to Certificate II and III courses with applications through VTAC; 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 2014 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.

Higher education

You will meet the minimum tertiary entrance requirements for general entry in 2014 to higher education courses with applications through VTAC 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, English as an Additional Language (EAL), 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.

Note: 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 NTCE.

Note: An English study is required for entry to many courses.

Note: Only some Higher Education providers will consider senior secondary completion such as Senior VCAL. Check with individual institutions for their entrance requirements.

Special consideration

If you do not meet minimum tertiary entrance requirements or have had difficulty meeting them you may consider applying for special entry through SEAS (Special Entry Access Scheme).

Applications for SEAS:
Open: 5 August 2013 (9am)
Close: 8 October 2013 (5pm)

For more information and to find out if you are eligible, see VTAC Guide 2014 or the VTAC website (www.vtac.edu.au).
2. Institutional requirements

Some institutions have specific requirements in addition to minimum tertiary entrance requirements.

For example, some institutions have an English language requirement where applicants must provide evidence of their proficiency in English if the principal language of their education was in a language other than English.

See institution websites for their requirements.

3. Course requirements

Course entrance requirements (if any) are listed as Prerequisites and Extra requirements in the course information in CourseSearch on the VTAC website (www.vtac.edu.au). Examples include: completing a prerequisite study, submitting an additional form, sitting a test, presenting a folio or attending an interview.

Prerequisites

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

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

The statement above means that to be considered for this course, you must have completed Units 3 and 4 of English as an Additional Language (EAL) and achieved a study score of at least 30, or you must have completed Units 3 and 4 of any other English and achieved a study score of at least 25.

Please note: Scores listed for prerequisite studies are VCAA study scores (not the VTAC scaled study score).

Extra requirements

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

Note: If you apply late (after 5pm, 27 September) or add courses at Change of Preference always check due dates for Extra requirements and if there are any alternative dates for late applicants. If you don’t complete requirements on time, your application may not be considered by selection authorities.

It is extremely important that you have met Prerequisites and complete all relevant Extra requirements by the dates specified to ensure your application for the course will be considered.
Types of courses and qualifications

VTAC provides information about vocational education and training (VET) courses and higher education courses.

**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.

These courses may lead to employment or further study at degree and/or postgraduate level.

**Qualifications**

The majority of higher education courses listed by VTAC are bachelor degrees and a few associate degrees.

A basic undergraduate degree usually requires a minimum of three to four years full-time study. Associate degrees require at least two years full-time study. Many courses such as combined degrees and industry-based learning (work experience) degrees are longer.

There are also a number of graduate-entry teaching and other graduate-entry courses listed by VTAC which require a tertiary qualification, such as a degree, as a prerequisite. If you are currently studying Year 12, and don’t have any other qualifications, you won’t be able to apply for these courses.

**Teaching styles**

Higher education teaching styles vary, however they generally include formal lectures, tutorials, seminars, practical workshops and/or laboratory classes and work experience placements.

**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. These courses may be work-based or involve a work placement.

**Qualifications**


Advanced Diplomas usually require at least two years full-time study; Diplomas require two years of full-time study; and 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.

There are also some VET courses that require a tertiary qualification as a prerequisite. If you are currently studying Year 12, and don’t have any tertiary qualifications, you won’t be able to apply for these courses.

**Teaching styles**

VET courses usually have smaller classes, more individual attention and a diverse range of teaching styles including lectures, workshops, laboratory classes, seminars, small group tutorials, practical work placements, industry visits and self-paced virtual classrooms.

*For information about institutions and courses, see the VTAC website or VTAC Guide 2014.*
There are many ways to find the course you want. You can search or browse courses at a specific institution or campus; by ATAR range, general field of study or specific major study. You can even find courses based on your Year 12 studies.

Search or browse hundreds of courses to find the course that’s right for you. CourseSearch, on the VTAC website (www.vtac.edu.au), includes all courses with applications through VTAC and some courses with applications direct to the institution.

Use CourseLink on the VTAC website to find courses based on your Year 12 studies.

If you are a VCE student you can login under ‘Student Access’ using your VTAC ID and PIN. If you don’t have a VTAC ID and PIN you can use your VCAA student number as the username and the first four digits of your date of birth as the PIN. For example, if you were born on 26th January your PIN will be 2601.

Once logged in you will see your complete VCE program and can:

- find courses for which you meet the prerequisites
- list courses within a specified ATAR range
- sort tertiary courses by region, interest area or institution.

CourseLink is an invaluable tool especially during the change of preference period when you receive your VCE results and ATAR. Knowing your ATAR will enable you to refine your course search to list courses between a specified ATAR range (based on the Clearly-in ATAR for offers made in January 2013) and for which you have the prerequisites.

For career and education contacts see pages 34–35.

You can also find courses in The VTAC Guide 2014 which is available for sale at newsagents or for download from the VTAC website. However, for the latest information (including any changes after the Guide was printed) see the VTAC website.
Course updates

VTAC provides many different ways for you to keep up-to-date with the latest information about applications and courses, including new courses, cancelled courses and changes to courses that you might apply for.

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**VTAC blog**
Check the VTAC blog via the VTAC website
[http://vtacmedia.wordpress.com](http://vtacmedia.wordpress.com)

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**Facebook**
Connect with VTAC on Facebook
[www.facebook.com/vtacguide](http://www.facebook.com/vtacguide)

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**RSS feed**
Sign-up for the RSS feed
[http://vtacmedia.wordpress.com/feed](http://vtacmedia.wordpress.com/feed)

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**Twitter**
Follow VTAC on twitter
[@vtacguide](http://twitter.com/vtacguide)

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**Email updates**
Subscribe to receive blog updates via email
[http://vtacmedia.wordpress.com](http://vtacmedia.wordpress.com)
Course codes and fee-types

Every course that has applications through VTAC has a VTAC course code. Some have more than one. These codes are extremely important when applying for courses. The code you include on your VTAC Online Application tells VTAC which course, campus and fee-type you are applying for.

<table>
<thead>
<tr>
<th>institution</th>
<th>course</th>
<th>campus</th>
<th>fee-type</th>
</tr>
</thead>
<tbody>
<tr>
<td>0987654321</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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 determined by the provider.

Why do some courses have no course codes?
If the course does not include any VTAC course codes, it means they accept applications directly to the institution (not through VTAC).

For more information see Applying directly to the institution (page 15).

Codes that end in 1 (CSP)
VTAC course codes that end in 1 followed by ‘CSP’ in brackets, like this: 0987654321 (CSP) are for Commonwealth supported places in higher education courses. For these courses you only pay a small portion of the cost known as the student contribution.

CSP student contributions
Each university or college sets its own student contribution for each unit of study. Therefore 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.

Institutions must display on their websites the student contribution amount for all units of study they propose to offer in the following half year. This information is updated on 1 October and 1 April each year.

Student contribution ranges for students commencing in 2014 will be available later this year on the Study Assist website (www.studyassist.gov.au).

HECS-HELP
The Australian Government offers a loan scheme called HECS-HELP that allows eligible students to defer the payment of their student contribution and repay it later through the taxation system. Students who choose the deferred option are not required to begin re-paying their debt until their income reaches the minimum threshold. For the 2012–13 income year, the compulsory repayment threshold is $49,095.
Payment options
Australian citizens in a Commonwealth supported place can pay:

• the full student contribution amount up front to the institution; or
• some of the student contribution up front and use HECS-HELP to pay for the remainder; or
• use a HECS-HELP loan to pay for the full student contribution.

Holders of Australian permanent visas and New Zealand citizens are required to pay their student contributions up-front in full on or before each census date (or an earlier date set by their institution). They are not eligible for a HECS-HELP loan.

Tax File Number: You must provide your tax file number (TFN) to the tertiary institution when you enrol. If you don’t have a TFN, you should apply for one early to have it available in time for enrolment. For information about getting a TFN see the Australian Taxation Office.

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

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

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

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

VET FEE-HELP
VET FEE-HELP is an Australian Government loan for eligible full fee-paying students to help pay their tuition fees for vocational education and training (VET) courses.

VET courses and fee structures
If you apply for VET courses that have diploma or advanced diploma qualifications, you may be required to enrol in the certificate level qualification before proceeding to the diploma. This may affect your eligibility for VET FEE-HELP which is only available for diploma level and above. To find out which VET courses require enrolment at certificate level, their fees and payment options, contact the VET provider.

Find out more

Study Assist
For information about HELP loan schemes and the Commonwealth Higher Education Student Support Number (CHESSN).

Website: www.studyassist.gov.au
Phone: 1800 020 108;
TTY (for people who are deaf or have a hearing or speech impairment):
Freecall™ 1800 554 609

Australian Taxation Office
The Tax Office can assist you regarding your Tax File Number and HELP debt repayments.

ATO website: www.ato.gov.au
Personal Tax Enquiries: 13 28 61
Cutting costs

There are many options available to help cut the cost of tertiary education.

**Scholarships**
You may be eligible for a scholarship which can help you with the costs of higher education. There are literally hundreds of scholarships available and you can apply for many of them via a single application through VTAC.

**Scholarship applications through VTAC:**
- Open: 5 August 2013 (9am)
- Close: 18 October 2013 (5pm)

*For more information about scholarships and to find out if you are eligible, see The VTAC Guide 2014 or the VTAC website ([www.vtac.edu.au](http://www.vtac.edu.au)).*

**Centrelink payments**
The Department of Human Services provides financial help to eligible students who are studying full-time or part-time through payments such as Youth Allowance, ABSTUDY and Austudy. If you are planning to apply for one of these payments you can lodge your claim 13 weeks before you start studying. We encourage you to lodge your claim online as early as possible, so that it can be assessed and your payment can start from the day you first become eligible.

The following information is correct as of April 2013.

**Youth Allowance**
Youth Allowance provides financial help for young people. You may be able to get Youth Allowance if you are studying full-time, undertaking a full-time Australian Apprenticeship, training, looking for work or are sick.

**ABSTUDY**
ABSTUDY provides financial help for Aboriginal and Torres Strait Islander Australians who are studying or undertaking a full-time Australian Apprenticeship.

You can make a claim for ABSTUDY or ABSTUDY Pensioner Education Supplement by:
- going to [humanservices.gov.au](http://humanservices.gov.au) and printing off a paper claim form
- calling the ABSTUDY line on Freecall™ 1800 132 317
- visiting your local Centrelink Service Centre.

**Pensioner Education Supplement**
Pensioner Education Supplement helps students with the ongoing costs of full-time or part-time study in a secondary or tertiary course for those receiving a qualifying pension or payment.
Other payments

If you receive any of the above, you may also be eligible for:

- **Education Entry Payment** which assists you with the costs of books and fees if you are returning to study or training to improve your skills and qualifications.

- **Fares Allowance** which helps tertiary students who have to live away from home to study with reimbursement for a trip to university at the start of the year, a return trip home during the year and a trip at the end of the year.

- **Student Start-up Scholarship** which helps with the up-front costs of items such as textbooks and specialised equipment. **Note:** On 13 April 2013, the Government announced that from 1 January 2014 new Student Start-up Scholarships will be replaced by loans repayable along with students’ HELP debts once they are earning above the HELP repayment threshold. For more information see the Study Assist website (www.studyassist.gov.au).

- **Relocation Scholarship** which is an annual payment to help students in higher education who need to live away from their family home to study.

You may also be able to get other concessions and allowances such as a Health Care Card or Rent Assistance.

Costs to consider

In addition to course tuition fees, there are a variety of costs involved in studying at a tertiary institution. So it’s a good idea to find out about additional course costs when researching courses, and to consider extra living costs you may incur.

Student services fee

Most TAFE providers charge a General Service Fee (GSF) and most higher education providers charge a Student Services and Amenities Fee (SSAF) which is used to provide non-academic student services such as sports facilities, career or financial advice, child care, recreation and food services. Fees vary across institutions, so check with individual institutions for fee amounts.

**Centrlink/Dept. of Human Services**

For the latest information on payments, eligibility criteria and how to claim, see the Department of Human Services website: www.humanservices.gov.au

Youth and Student Services: 132 490

ABSTUDY: Freecall™ 1800 132 317

TTY (for customers who are deaf or have a hearing or speech impairment): Freecall™ 1800 810 586

For more information about student payments see:

- **Facebook:** Facebook.com/StudentUpdate
- **Twitter:** @StudentUpdateAU
- **YouTube:** HumanServiceGovAU

**Study Assist**

For information and to find out if you are eligible for financial assistance to help pay your higher education Student Services and Amenities fee, see SA-HELP on the Study Assist website: www.studyassist.gov.au
Course materials

You may be required to purchase course materials such as books and specialist equipment and materials directly associated with your course of study. It is hard to estimate how much these will cost as it will depend on the course you choose. For example for science courses there may be a charge for the laboratory component/practical class. Often there is at least a partial refund at the end of the year if no items have been damaged.

Other costs can include items such as computers, film, paints, camera, uniforms (e.g. laboratory coat) and consumables (e.g. food for courses that involve food preparation). You may also need to budget for field trips and practical placements.

How you can save money

Books and equipment
The library usually has a number of copies of recommended books for students to borrow, but when an assignment is due, you have to make sure that you are organised and borrow early.

Find out if you can buy second-hand copies or use class editions before purchasing new copies. Second-hand books are often for sale at institution bookshops or through student services.

Computers
A computer could certainly be your most useful tool, but there are ways around purchasing your own. You can often use computers on campus or at your local library but you may have to book ahead.

Internet access
You will find the internet an effective tool to assist you with your study. If you don’t have access at home, most institutions offer access through their libraries and study centres. Sometimes they may charge a small fee for internet access.

Accommodation

If you need to move to be closer to the campus, there are accommodation costs to consider. Costs will vary depending on whether you decide to live on or off campus; whether the accommodation is furnished or unfurnished; whether meals are provided; and whether the cost includes all bills or you need to pay these separately. Sometimes the set-up costs can be quite large if you need to get gas, electricity and telephone connected.

How you can save money
Find out if you are eligible for an accommodation costs scholarship (see page 10). Many institutions offer student accommodation services and will be able to advise you about low-cost options.

Transport

There will also be the cost of travel between home and the campus at which you are studying. Even if you are living on campus you may still need to travel to a part-time job or to visit friends and family.

How you can save money
Student concessions are available on public transport for eligible full-time on-campus students of an approved tertiary course. To check your eligibility and to search the Approved Courses in Tertiary Institutions Register see the Public Transport Victoria website (http://ptv.vic.gov.au/tickets/concessions/students).
Selection criteria

Selection is the responsibility of each institution’s course selection authorities. They use a range of selection methods depending on the course and on the educational background of the applicants.

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

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.

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.

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.

For specific course requirements see course information in CourseSearch on the VTAC website (www.vtac.edu.au)
Before you can apply through VTAC you must register for a VTAC user account (www.vtac.edu.au).

Your account is where all the information you submit to VTAC is securely stored. It is also where you can access messages from VTAC about your application, results and offers.

VTAC ID and PIN
The VTAC ID is an eight-digit number with a letter on the end. If you are studying the VCE or International Baccalaureate in Victoria your VTAC ID will be the same as your VCAA student number.

The PIN is a personal identification number which you choose when you register. Your PIN provides a level of security so that no-one can access your application information online or over the phone without your PIN.

Keep them safe
It’s important that you keep your VTAC ID and PIN safe and make sure you have them handy when you want to apply or access your information online or by phone.

You will need your VTAC ID and PIN to:
- log into your VTAC user account
- apply for courses, scholarships and the Special Entry Access Scheme (SEAS) through VTAC
- access your application or other VTAC online services after you apply
- access information about your application over the phone.

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.

Registration checklist
When you register you must provide your:
- name
- address*
- gender
- date of birth
- citizenship
- school
- student number

*If possible provide an Australian mailing address to ensure you receive correspondence on time and have enough time to reply.

The details you enter will be matched against Year 12 enrolment records which have been provided to VTAC from VCAA.

VTAC will only recognise you as a current Year 12 student if the details you enter during VTAC registration exactly match the details you have already confirmed with your school (for VCAA).

Registration help
If you receive a message advising you that VTAC cannot find a match it could mean that you made an error when typing. If so, you will have the chance to double check your details and correct any errors.

If there are no typing errors it could mean that your details may have been recorded incorrectly at your school. In this case you should check that the details you have entered on your VTAC application exactly match the details that you previously confirmed with your school.

Things to check:
- check your first, second and last name are spelt correctly and in the correct order
- check the numbers and order of your date of birth are correct (day/month/year)
- check your gender has been recorded correctly.

If the details you enter exactly match your VCAA record but you are still not recognised as current Year 12 (CY12), please contact VTAC.
How to apply for courses

To find out how to apply for a course listed by VTAC, you first need to check whether applications are through VTAC or directly to the institution.

Apply: Direct to institution

For courses that are ‘Apply: Direct to institution’ you do not use the VTAC course application. You can find links to each institution’s applications procedures on the VTAC website (www.vtac.edu.au/who/who-direct.html).

Apply: Through VTAC

For courses that are ‘Apply: Through VTAC’ you follow the VTAC application process below.

Applying via VTAC

Login
To apply for courses, you must log into your VTAC user account. For information on how to register for an account see page 14.

Apply online
All course applications through VTAC are submitted online using the VTAC course application. See dates and fees (inside front cover).

Higher education studies
If you are studying a higher education study as part of your VCE – do not claim this as a tertiary study on your course application.

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

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

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

Check your codes carefully: Some courses have more than one course code, so when adding courses make sure you include the correct code. The wrong code could result in you applying for the wrong course, the wrong campus or the wrong course fees, and missing out on the one you want.

For information about the different fee-types, see Course codes and fee-types (page 8).

Also see Which codes can I apply for? (page 16).
**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 in the tables below.

*For information about course codes and fee-types, see page 8.*

<table>
<thead>
<tr>
<th>Higher education courses</th>
<th>CSP codes ending in 1</th>
<th>DFP codes ending in 2</th>
<th>IFP codes 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>
<tr>
<td>Will obtain a temporary resident/student visa</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vocational education and training (VET) courses</th>
<th>DFP codes ending in 2</th>
<th>Fee-type determined by provider codes ending in 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian citizen</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Australian permanent resident</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>New Zealand citizen</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Temporary resident</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Will obtain a temporary resident/student visa</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Audition fees**

Some courses have audition fees which you must pay direct to the institution as instructed.

**Acknowledgement**

At the end of the VTAC course application you will see an acknowledgement of your application that includes your name, VTAC ID and your list of preferences. This record of your original course application will be available to view in the ‘Course application’ section of your VTAC user account and also sent to your email address.

**Application processing fee**

For your course application to be considered, you must pay the course application processing fee on time. Only fully paid applications will be forwarded to institutions.

**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 (inside front cover).*

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.

**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 dates and times for course applications (inside front cover).*

**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.

**Personal statement**
The ‘Personal statement’ is available in your VTAC user account after you apply for courses. It’s available for applicants to provide to selection officers any relevant information that is not collected as part of the VTAC course application.

Current Year 12 students do not need to submit a ‘Personal statement’ unless it is listed under Extra requirements for all applicants or under the heading CY12. If it is only listed under the heading NY12, current Year 12 students do not have to complete it.

*For more information about Personal statement, see the VTAC website.*
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 on the VTAC website.

**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 on the VTAC website.

**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 following these links: Personal details > Previous names. You will also need to provide evidence of any previous names. See Documents required on the VTAC website (www.vtac.edu.au/applying/documentation.html).

**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 23 December 2013) and provide evidence of your citizenship/residency. See Documents required on the VTAC website (www.vtac.edu.au/applying/documentation.html).

After 23 December 2013 residency changes cannot be amended by VTAC; you must contact the institution directly.

Change of address/phone/email

If you have moved or changed your phone number or email address since registering, you should update your details as soon as possible by logging into your VTAC user account and following these links: Personal details > Address/contact details.

VTAC recommends using an Australian address if possible to ensure you receive correspondence and are able to respond in time.

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 by following these links: Personal details > Date of birth.

Change your PIN

If you want to change the PIN for your VTAC user account, you can do so in your VTAC user account by following these links: Personal details > VTAC user account PIN.

Change your course preferences

You can add, remove or re-order your course preferences until the closing date (see inside front cover), by logging into your VTAC user account and following these links: Course application > Undergraduate preferences.

If you are a current Year 12 student this can be helpful if you want to change your courses after you receive your results.

**Important note:** There is no provision for you to change your preferences after the closing time and date under any circumstances.
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 your educational history in the course application section of your VTAC user account until the closing date.

Assign an authorised nominee
If you would like someone to be able to contact VTAC on your behalf regarding your course application, you can add them as an ‘authorised nominee’ in your VTAC user account by following these links: Personal details > Authorised nominee – course application. 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 offers are published by newspapers (in print and/ or online), you can change this in your VTAC user account until 12noon 14 January 2014 by following these links: Course application > Newspaper offer publication choice.

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 by following these links: Course offers > Supplementary offer participation.

• To be considered for supplementary offers you must select ‘Yes’ before 9am Monday 10 February 2014.
• You can select ‘No’ to stop receiving supplementary offers at any time.
Students say

Christine

YOUR VCE EXPERIENCE

What was the most difficult part?
Exams, I am not good at exams, I am more practical. I’m better at doing than writing.

What do you wish someone had told you before you started Year 12?
Do what you enjoy rather than focusing on the ATAR. You’ll do better because you are enjoying it.

Who or what helped you keep going?
I was self-motivated. I had to do well; I wanted to get to Uni.

CHOOSING TERTIARY COURSES

Why did you choose this course?
It’s more P.E. based and had easy access.

What advice can you give others choosing their courses?
Go with what you enjoy doing.

“I do what you enjoy rather than focusing on the ATAR score”

Age: 21

VCE studies
Media, Drama, English, Accounting, Business Management.

Lyndale Secondary College

Now studying
Bachelor of Education (P-12)
Victoria University
YOUR VCE EXPERIENCE

Was Year 12 what you expected?
Yes – I never thought I’d use all of the stuff I learned at school – but I do!!!

What was the most difficult part?
Coping with the homework and exams. It was emotional – leaving friends behind. Pressure.

Who or what helped you keep going?
Parents helped and motivation was to get into Uni.

CHOOSING TERTIARY COURSES

Why did you choose this course?
First choice was electrical but realised I didn’t like it, so I rethought and transferred to civil. It’s more interesting, harder and makes an impact.

What advice can you give others choosing their courses?
Balance where you know it’s something you like and will support you financially. Be smart about your future.

What would you have done differently to research your courses?
More research; I did what people told me not my own research.

Felipe

Age: 26

VCE studies
Maths, Science, Physics.

English George School (Chile)

Now studying
Bachelor of Engineering (Civil Engineering)
Victoria University

“I never thought I’d use all of the stuff I learned at school – but I do!!!”
Emily

YOUR VCE EXPERIENCE

Was Year 12 what you expected?
It was, I felt like my school prepared me well.

What was the most difficult part?
Staying balanced – it’s still important to hang on to your hobbies and do things for yourself – it keeps you sane!

What do you wish someone had told you before you started Year 12?
It’s not the be all and end all, so try not to stress (too much!).

If you could do it again would you do anything differently?
Yes and no. It’s all well and good to say “don’t stress” but not always plausible!

Who or what helped you keep going?
My Year 12 teachers and definitely the St Columba’s sport staff. I also swore by Tim Tams as my study motivation!

What changes did you make during Year 12?
I actually changed my mind in terms of my career path.

What advice can you give others studying VCE?
Keep a diary or write lists. It not only keeps you organised but it feels great ticking things off it!

“Keep a diary or write lists. It not only keeps you organised but it feels great ticking things off.”

Age: 20

VCE studies
English, Further Mathematics, Chemistry, Biology, Physical Education, French.

St Columba’s College

Now studying
Bachelor of Nursing
Australian Catholic University
CHOOSING TERTIARY COURSES

Why did you choose this course?
Because I love people and really liked the idea of doing such a hands on placement inclusive course.

What resources did you find really helpful?
VTAC Guide, open days, university websites, EAP guest speaker at my high school.

What advice can you give others choosing their courses?
Choose something you want to do, and something you can see yourself working in that field or industry.

What value did you get out of open days?
Looking at the campuses and what they had to offer in terms of my nursing course, values of unis.

What would you have done differently to research your courses?
Nothing.
Hannah

Was Year 12 what you expected?
Better than expected!

What was the most difficult part?
Balancing social and work commitments with study.

What do you wish someone had told you before you started Year 12?
I don’t think we could have been given much more information!

If you could do it again would you do anything differently?
I would change around the way I structured my subjects and try just a little bit harder! VCE is only two years of your life.

Who or what helped you keep going?
Knowing what I wanted to study kept me focused to get there.

What changes did you make during Year 12?
I actually took on more commitments! Year 12 was one of the busiest of my life so far.

What advice can you give others studying VCE?
Don’t let all the pressure stress you out. Your result isn’t going to define you and there are so many opportunities for you to do exactly what you want to do, but make sure you still try!

“Speaking to actual students was one of the best sources of information and made decisions a lot easier”
CHOOSING TERTIARY COURSES

Why did you choose this course?
I had considered studying medicine for a long time but gradually changed that to wanting to become a paramedic. The dual degree, paramedicine and nursing, seemed like such a logical choice. Why wouldn’t I complete an entire second degree for only one extra year?

What resources did you find really helpful?
My careers counsellor was fantastic help, as well as the university websites. I completed all my research utilizing the careers office, university websites and VTAC Guides.

What advice can you give others choosing their courses?
Visit lots of the universities, go to open days as well as experience days.

What value did you get out of open days?
The open days were fantastic to really get a feel of the university. Speaking to actual students was one of the best sources of information and made decisions a lot easier.

What would you have done differently to research your courses?
Started earlier, there is lot going on, quite often on the same weekend. Start looking early and you won’t miss any dates.
YOUR VCE EXPERIENCE

Was Year 12 what you expected?
No. There were a lot of decisions to be made that year that I thought I had more time to decide on what I was doing.

What was the most difficult part?
The exams. My test and exam results were always low, which made it difficult for me to get the results I needed which were very high. I was stressed out and worried a lot of the time.

What do you wish someone had told you before you started Year 12?
There are a lot of SACs and practice exams in all of the subjects that you choose. So you need to divide your time for each subject equally. Four hours of homework every night!

If you could do it again would you do anything differently?
I would change some of the subjects that I had difficulty learning such as Graphics and Health and Human Development.

Who or what helped you keep going?
Teachers encouraged us to keep studying and just keep going because in the end giving your best shot in your studies and in life is better than quitting altogether. Friends of mine had left school which motivated me to finish my Year 12 certificate. Being a student who completed high school from Year 7 to 12.
What changes did you make during Year 12?
Stopped some extracurricular activities (i.e. playing indoor soccer every week). Sometimes stay home and finish important projects and assignments.

What advice can you give others studying VCE?
Make sure you study enough and try to also include other activities such as going out, playing sport. This helps you have a balance in your study. Sleep earlier; cramming all night before exams is bad. Homework club – you get help from teachers after school and get extra help in your studies. I realise education is important. Working hard and putting in effort brings great results (not always but most of the time). Make sure you give 100% effort on your studies and work hard to achieve them. You will forget things that you know. You need study and practice so that you don’t forget, for example Pythagoras’ theorem \(a^2 + b^2 = c^2\).

CHOOSING TERTIARY COURSES
Why did you choose this course?
This course that I chose was good because I knew I’d be good at it and enjoy it. Teachers encouraged me to do something I enjoy and that I’ll be good at. Before starting this course I am doing right now, I was planning on being an architect and studying architecture at university but the score I had to get was very high and highly unlikely that I was going to get that score but I decided that I’ll just finish Year 12.

What resources did you find really helpful?
Information from different universities and TAFEs. Internet – look for courses that interested me. Teachers advised me.

What advice can you give others choosing their courses?
Make sure you enjoy the subjects and courses that you are doing. Have back-up plan (other courses). Other kids from different schools all around Victoria are all fighting for the same spot in that course. This means you have to work harder.

What would you have done differently to research your courses?
Go to open days, visit universities and TAFEs to have more information.
Offers and enrolment

Getting your offers
When offers are released, you can view your offers in your VTAC user account. For release dates and times, see the inside front cover.

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 18).

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.

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

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

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

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

Negotiated offer
A negotiated offer is where you negotiate directly with the institution to be offered a place in a course that you won’t be considered for in the regular offer process.

After Round 1 offers are released, you can apply for a negotiated offer if you want to be considered for a preference listed lower than an offer you received or if you want to apply for a course you didn’t include on your application.

Your chances depend on whether there are still places available, whether you meet the selection criteria and whether selection authorities are willing to make you an offer.

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 will accept your request for a negotiated offer, see the institution website or contact the institution.

For information on how to apply for a negotiated offer, see VTAC Guide 2014 or the VTAC website (www.vtac.edu.au/results-offers.html).

Choose carefully because 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 Round 2 and supplementary offers.

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

You may receive supplementary offers if you:
- have not received an offer in any previous offer round
- have not been granted a negotiated offer, and
- have given VTAC permission to release your application to all courses with vacancies.

Note: You give this permission either at the time of applying, or later in your VTAC user account.

Find out more

VTAC Guide/VTAC website
For more information about the offer process see the VTAC Guide or VTAC website (www.vtac.edu.au).
How the offer system works

1. **You submit your VTAC Course Application**
   *Note:* Submitting an application does not guarantee an offer.

2. **You pay your Application Processing Fee**
   *Note:* Check your VTAC user account to ensure the fee has been received by VTAC.

3. **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.

4. **Course authorities consider your application**

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

6. **VTAC notifies you of the highest offer for the current round**

7. **You accept or decline the offer with course authorities**

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

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**All offers are provisional**

Any offer you receive is subject to you:

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

Otherwise, your offer may lapse or be withdrawn.
MONDAY 16 DECEMBER 2013

VCE RESULTS & ATAR SERVICE

Log on to resultsandatar.vic.edu.au using your student number and PIN
Your results will be available on the internet from 7am, Monday 16 December to 5pm, Friday 20 December.
This service is free and operates 24 hours a day. The resultsandatar.vic.edu.au website is optimised for smartphones and other mobile devices with an internet browser.

Register to receive an SMS from 9am, Monday 11 November on 19 787 888 $1.10 max (incl. GST) on the morning that results come out.

SMS provided by Salmat Digital. Max. SMS Cost $1.10 max (incl. GST). You must have the bill payer’s permission to use this service. SMS helpdesk 1800 501 083.

For information on registration for the VCE Results and ATAR SMS service, go to www.vtac.edu.au/sms

Post Results and ATAR Service

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, email or ask a question via the PRAS blog: http://resultsandatar.wordpress.com/ for your one stop shop of experts.

To contact an expert:
Check the VCAA/VTAC blog via the VTAC website http://resultsandatar.wordpress.com/
Telephone: (03) 9032 1717 or toll free 1800 653 080;
or email: pras@edumail.vic.gov.au
when: Monday 16 December 2013: 7.00am – 5.00pm,
Tuesday 17 December and Wednesday 18 December 2013: 9.00am – 5.00pm.

If you do not receive your VCE statement of results or ATAR statement by Tuesday 17 December 2013, don’t panic, check with Australia Post, or if you have moved, check your old address.
## Open days

<table>
<thead>
<tr>
<th>Institution</th>
<th>Open days</th>
</tr>
</thead>
</table>
| Academy of Design Australia                    | 11 August 2013, (9.00am - 5.00pm)  
10 August 2014, (9.00am - 5.00pm)                                                                  |
| Academy of Interactive Entertainment            | 18 August 2013, (10.00am - 3.00pm)  
16 November 2013, (10.00am - 3.00pm)                                                                  |
| Advance TAFE                                    | [www.advancetafe.edu.au](http://www.advancetafe.edu.au)                                                                                   |
| Australian Catholic University                 | **Melbourne Campus:**  
11 August 2013, (10.00am - 4.00pm)  
**Ballarat Campus:**  
25 August 2013, (10.00am - 3.00pm)                                                                  |
| Australian College of Applied Psychology        | 11 August 2013, (10.00am - 2.00pm)                                                                                                          |
| Australian College of Sports Therapy            | 11 August 2013, (10.00am - 4.00pm)  
14 August 2013, (4.00pm - 7.00pm)  
08 September 2013, (12.00pm - 3.00pm)  
11 September 2013, (4.00pm - 7.00pm)                                                                  |
| Australian College of the Arts                  | [www.collarts.edu.au](http://www.collarts.edu.au)                                                                                            |
| Australian Guild of Music Education             | [www.guildmusic.edu.au](http://www.guildmusic.edu.au)                                                                                       |
| Australian Institute of Fitness                 | 24 August 2014, (10.00am)                                                                                                                   |
| Australian Maritime College                      | 25 August 2013, (10.00am - 3.00pm)                                                                                                          |
| Bendigo TAFE                                    | [www.bendigotafe.edu.au](http://www.bendigotafe.edu.au)                                                                                     |
| Billy Blue College of Design                    | 17 August 2013, (10.00am - 2.00pm)                                                                                                          |
| Blue Mountains International Hotel Management School | 07 September 2013, (10.00am)                                                                               |
| Box Hill Institute                              | 25 August 2013, (10.00am - 3.00pm)                                                                                                          |
| Charles Sturt University                        | [www.csu.edu.au](http://www.csu.edu.au)                                                                                                    |
| Chisholm                                        | **Berwick, Frankston and Mornington Peninsula campus:**  
18 September 2013, (4.00pm - 7.00pm)  
**Bass Coast, Cranbourne and Dandenong campus:**  
19 September 2013, (4.00pm - 7.00pm)  
**Berwick, Frankston and Mornington Peninsula campus:**  
27 November 2013, (4.00pm - 7.00pm)  
**Bass Coast, Cranbourne and Dandenong campus:**  
28 November 2013, (4.00pm - 7.00pm)                                                                  |
| CQUUniversity                                   | 08 August 2013, (3.00pm - 7.00pm)                                                                                                          |
| Deakin University                               | **Warrnambool Campus:**  
04 August 2013, (9.00am - 2.00pm)  
**Geelong Waurn Ponds Campus:**  
11 August 2013, (9.00am - 3.00pm)  
**Geelong Waterfront Campus:**  
11 August 2013, (9.00am - 3.00pm)  
**Melbourne Campus:**  
25 August 2013, (9.00am - 4.00pm)                                                                  |
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<th>Institution</th>
<th>Location</th>
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<td>Elly Lukas Beauty Therapy College</td>
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<td>Endeavour College of Natural Health</td>
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<td>Footscray City Films</td>
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<td>International College of Hotel Management</td>
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<td>Monash College</td>
<td><a href="http://www.monashcollege.edu.au">www.monashcollege.edu.au</a></td>
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| Monash University                                                | Berwick and Peninsula: 03 August 2013, (10.00am - 4.00pm)  
Caulfield, Clayton and Parkville: 04 August 2013, (10.00am - 4.00pm) |
| Monash University / University of Ballarat Gippsland             | Churchill campus 25 August 2013 (10.00am - 4.00pm) |
| Navitas College of Public Safety                                 | 11 August 2013, (10.00am - 3.00pm) |
| Northern College of the Arts and Technology                     | 21 August 2013, (1.00pm - 7.30pm) |
| Northern Melbourne Institute of TAFE                            | [www.nmit.edu.au](http://www.nmit.edu.au) |
| Oceania Polytechnic Institute of Education                       | 11 August 2013, (10.00am - 4.00pm) |
| Photographic Imaging College                                    | 27 October 2013, (12.00pm - 3.00pm) |
| Photography Studies College                                      | 25 August 2013, (10.00am - 4.00pm) |
| RMIT University                                                  | 11 August 2013, (10.00am - 4.00pm) |
| SAE Institute                                                    | [www.sae.edu](http://www.sae.edu) |
| Sage Institute of Education                                      | Child Care and Aged Care: 18 August 2013, (10.00am - 4.00pm)  
Massage (Elsternwick): 25 August 2013, (10.00am - 4.00pm) |
| Southern School of Natural Therapies                            | 31 August 2013, (12.00pm - 4.00pm) |
| Sunraysia Institute of TAFE                                      | [www.sunitafe.edu.au](http://www.sunitafe.edu.au) |
| Swinburne University of Technology                               | Hawthorn campus: 04 August 2013, (10.00am - 4.00pm)  
Mt Helen, Camp Street and SMB campuses: 25 August 2013, (10.00am - 3.00pm) |
| University of Ballarat                                           | 25 August 2013 (10.00am - 4.00pm) |
| University of Ballarat / Monash University Gippsland             | Churchill campus |
| University of Melbourne (The)                                    | 18 August 2013, (10.00am - 4.00pm) |
| VFA Learning                                                     | [www.vfalearning.vic.edu.au](http://www.vfalearning.vic.edu.au) |
| Victoria University                                              | Footscray Park campus: 25 August 2013, (10.00am - 4.00pm) |
| Victorian Institute of Technology                                | [www.vit.edu.au](http://www.vit.edu.au) |
| William Angliss Institute of TAFE                                | Melbourne: 25 August 2013, (10.00am - 4.00pm)  
Sydney: 14 September 2013, (10.00am - 2.00pm) |
| Wodonga Institute of TAFE                                        | [www.wodongatafe.edu.au](http://www.wodongatafe.edu.au) |
## Career and education contacts

| **Australian Apprenticeships** | All enquiries: 13 38 73  
| Australian Apprenticeships combine training and employment in over 500 occupations and can lead to a nationally recognised qualification. |  

| **Australian Taxation Office** | Personal tax enquiries: 13 28 61  
| The Tax Office can explain what happens once you have a HELP debt, including how compulsory repayments are calculated and how indexation works. |  

| **Centrelink** | ABSTUDY: Freecall™ 1800 132 317  
| Centrelink is delivered by the Australian Government Department of Human Services and provides payments and services including financial assistance for students. | Australian apprenticeships: 133 633  
| Youth and Student Services: 132 490  
| TTY users: FreeCALL™1800 810 586 |  

| **Department of Education, Employment and Workplace Relations (DEEWR)** | General Enquiries: 1300 363 079  
| DEEWR is the Australian Government department responsible for national policies and programs for school education. The department is also responsible for the Office for Youth which provides policies, programs and services which affect young people. | TTY users: call 133 677 then ask for 1300 363 079 |  

| **Disability Support Services** | Telephone: 133 873  
| The Australian Government’s National Disability Coordination Officer (NDCO) program targets the barriers that people with disability face in successfully accessing and completing post-school education and training and subsequent employment. A national network of NDCOs provides support services within 31 specific regions across Australia to help make it easier to enrol or participate in post-school education, training and employment. NDCOs can provide practical assistance and advice to individuals with disability and their families, education and training providers, as well as employment and community support agencies. | Email: ndco@innovation.gov.au  

| **Further Education and Training** | Telephone: (03) 9651 9999  
| The Higher Education and Skills website provides information on education and training options, skills in demand and employment prospects for the future. On the website you can search thousands of subjects and courses by name or by job outcome. |  
### Job Guide
Job Guide helps people explore career options and study choices. It provides information about a wide range of occupations and the education and training pathways that lead to them. It also includes useful information on the job search process, provides details of available government assistance and suggests where to go for further information.

**Online version**
www.jobguide.deewr.gov.au

**Print version**
http://hobsonsbookshop.com/collections/careers-information

### Open Universities Australia
Open Universities Australia offer a flexible way to access higher education through online learning. You can choose to study one unit or an entire degree. You don’t have to attend classroom sessions so can choose where and when you study and fit your study around your work and family commitments. *For courses and units available, see the website.*

**Telephone:** 1300 381 620

www.open.edu.au

### Study Assist
The Study Assist website provides information to students about Australian Government assistance for financing tertiary study such as Commonwealth supported places, HELP loans and Commonwealth Higher Education Student Support Number (CHESSN).

**Telephone:** 1800 020 108

TTY: 1800 554 609

www.studyassist.gov.au

### Victorian Skills Gateway
The Victorian Skills Gateway is an online guide to vocational training courses at Registered Training Organisations (RTOs) in Victoria. You can search by occupation, course or training provider. You’ll also find lots of information to help you decide which course or job suits you best such as labour market trends, areas of skill shortage and case studies.


### TAFE and Training Line
The TAFE and Training Line is a telephone and email service which can refer you to courses offered by TAFE institutes, private providers and Learn Local organisations.

**Telephone:** 131 823 (8:30 - 4.30pm, Monday to Friday except public holidays)

Email: tafe.courseline@edumail.vic.gov.au

### Victorian Curriculum and Assessment Authority (VCAA)
Contact VCAA for all matters related to:
Victorian Certificate of Education (VCE)
VCE Vocational Education and Training (VCE VET)
Victorian Certificate of Applied Learning (VCAL).

**Telephone:** (03) 9032 1700

Email: vcaa@edumail.vic.gov.au

www.vcaa.vic.edu.au
<table>
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<th>Terms and definitions</th>
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| **ATAR**             | **Australian Tertiary Admission Rank**  
|                       | • overall percentile ranking reflecting comparative performance amongst the relevant age group in a given year  
|                       | • allows tertiary institutions to compare students who have completed different combinations of Year 12 studies |
| **campus**           | location and grounds of an institution |
| **CSP**              | **Commonwealth supported place**  
|                       | • place in a degree course subsidised by the Australian Government |
| **Commonwealth Scholarships** | scholarships offered by the government for educational and/or accommodation costs |
| **CourseLink**       | interactive program on the VTAC website that allows you to customise course searches based on your VCE program |
| **CourseSearch**     | function on the VTAC website that allows you to search or browse through courses at university, TAFE and independent tertiary providers. |
| **CY12**             | **Current Year 12 students** |
| **Extra requirements** | course-specific requirements in addition to prerequisites that must be completed by applicants e.g. interview |
| **Middle-band**      | additional factors considered for selection of approximately 20% of places in a course after the majority of applicants have been selected based on their ATAR alone |
| **Prerequisites**    | VCE studies that Year 12 students must complete for entry to a course |
| **quota**            | number of places available in a course |
| **range of criteria** | multiple factors considered for selection of all applicants to a course rather than selection based on the ATAR alone |
| **SEAS**             | **Special Entry Access Scheme**  
|                       | • umbrella program of special consideration for entry to tertiary courses at participating institutions |
| **VCAA**             | **Victorian Curriculum and Assessment Authority**  
|                       | • government body that administers the VCE and VCAL |
| **VCAL**             | **Victorian Certificate of Applied Learning** |
| **VCE**              | **Victorian Certificate of Education**  
|                       | • Victorian Year 12 qualification |
| **VCE study score**  | calculated by the VCAA showing how well you have performed in a Unit 3 and 4 VCE study compared to everybody else in Victoria who took that study. The maximum is 50. |
| **VTAC**             | **Victorian Tertiary Admissions Centre** |
| **VTAC user account** | secure section of the VTAC website where you apply and access your application information and other services |
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To confirm times and dates please refer to the VTAC website (www.vtac.edu.au).

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40 Park Street, South Melbourne, VIC 3205

www.vtac.edu.au

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Facebook: facebook.com/vtacguide

Twitter: @vtacguide

Telephone: 1300 364 133 (TOLL FREE)