

## general information

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### Contact details for VTAC

<b>VTAC Switchboard General enquiries:</b>	<b>1300 364 133</b>
<b>VTAC Infoline:</b>	<b>1902 241 114 @ 82.5c per min</b>
<b>VTAC Lateline</b>	<b>1902 210 145 @ \$5.50 per min (1 Oct – 17 Nov)</b>
<b>Multimedia Helpdesk: Infoline/Infonet only:</b>	<b>1300 364 122</b>

### Distribution of the VTAC Guide

Copies of the VTAC Guide 2001 are available from all Victorian and major interstate newsagents from 24 July for \$5.50 rrp. It is also contained on the VTAC website at [www.vtac.edu.au](http://www.vtac.edu.au)

Victorian schools have already had the opportunity to order copies without the application form. For those schools that did not use the online ordering option, you can still order multiple copies (with the form) from your local newsagent.

To order quote:

<b>Distributor:</b>	Gordon and Gotch
<b>Reference Code:</b>	080944
<b>Customer Service Details:</b>	Tel: 1300 650 666, Fax: 1300 650 777

### About E-Commerce—All Applicants

Applicants applying on the VTAC Infoline will be able to pay their processing fee by credit card using E-Commerce.

Before proceeding with the process online, we advise you to read the information carefully.

This process was designed by Telstra e Commerce for the sale of goods. Some of the terms are therefore not appropriate for VTAC. If you use any options other than those listed in these instructions you may need to recommence the process.

However, if you follow these steps carefully, your application will be successfully processed.

- ▶ To proceed, click on the 'Proceed with payment' button below.
- ▶ You must complete every field of the 'payment authorisation' including name, address, credit card details etc.
- ▶ After authorisation of payment, you will receive a Telstra e Commerce Smart Receipt.
- ▶ You must click **ACCESS ONLINE HERE** to return to the VTAC site to obtain acknowledgement of your preferences, VTAC application number and PIN.

▶ These are required for any future contact with VTAC and to complete your application.

▶ **DO NOT use the options:** 'Register at this store', 'Request order cancellation' or 'Return to store'. These options DO NOT apply to the VTAC process.

### The VTAC website

The VTAC website will be activated from Monday 24 July 2000. It contains copies of all VTAC Publications (in PDF format), the VTAC Guide and links to associated organisations such as the Tertiary Information Service.

Publications available online include:

- ▶ VTAC Bulletins 1998—to present
- ▶ VICTER 2002 and 2003
- ▶ Back to the Books, designed for adults returning to study
- ▶ ENTER into Tertiary Courses—outlining the scaling procedures
- ▶ ABC of Scaling—a simple and informative overview of the scaling process and calculation of the ENTER

You can access the website as long as you have a modem or an ISDN connection. To access the VTAC Infonet – Application and offer process you will need to ensure that you have correct browser installed: Netscape 4.72 or Internet Explorer 5.0 or higher. Mac users should note that the VTAC recommends they use Internet Explorer 5.0 or higher.

## New courses to the VTAC system

### Australian National University

- ▶ **Computational Science and Engineering**  
*ANU, Acton: 49451 (HECS), 49453 (O/S Fee)*

#### Title and Length:

- ▶ Bachelor of Computational Science: full-time/three years. Part-time available (see page 59).

This course will produce graduates who are competent at solving real world problems using computers.

**Prerequisite Studies:** Units 3 and 4—each of mathematical methods and specialist mathematics.

**Selection mode:** ENTER and two-stage process with a middle band of 20%.

**Middle band selection:** Attention will be paid to the level of performance in prerequisite studies.

### Victoria University

- ▶ **Computer Systems**  
*Victoria Uni: 85141–Melton*

#### Title and length:

- ▶ Diploma of Computer Systems: full-time/two years.

The course aims to provide training in the management of computer systems and

peripherals from microprocessor-based systems through to personal computer and mainframe environments.

**Prerequisite studies:** mathematics (any) at Units 1 and 2 or Units 3 and 4.

**Selection mode:** *Current Year 12 Students:* ENTER and two stage process with a middle-band of approximately 20%. *Non-Year 12 Applicants:* test and/or interview.

**Middle-band selection:** Additional consideration will be given for achievement in physics, chemistry, systems and technology, technological design and development and/or mathematics (any).

**Extra requirements:** *Non-Year 12 Applicants* may be required to attend for a test and/or interview prior to enrolment. Applicants will be notified by mail or telephone should an interview/test be required.

## What's new to the VTAC Guide 2001

### University Section:

1. A new heading titled 'Courses available through VTAC' has been included in each institutional section, where all courses at the institution are listed by title under course type groupings (eg. Bachelor).
2. A new heading titled 'Credit transfer and articulation' has been included in each institutional section, where relevant policies and contact information for applicants wishing to know more about arrangements are provided.

3. Course enrolment dates have been included on each institutional header page.
4. Further to your responses in the February survey, course entries are now listed alphabetically in order of major. Some common sense applied here and not all courses were subjected to what in effect was the removal of the 'Arts-' or 'Applied Science-' prefix. However an example of what we have in mind here includes:

Business–Accounting will be listed as:

**Accounting**

Arts–Journalism will be listed as:

**Journalism**

Engineering–Civil will be listed as:

**Engineering–Civil**

Applicants using the Guide will now be able to research course information in a variety of ways:

- ▶ by major in the Major Subjects Index (cross referenced to course entries)
- ▶ by degree type on the Institutional header pages (refer to course index for page location) and
- ▶ by alphabetical listing in the course listings

### TAFE Section:

The Index of TAFE Courses has returned!

### Index of Major Subjects:

The Index of Major Subjects has been completely re-written this year from scratch. Institutions were asked to include only relevant courses and VTAC have endeavoured to ensure that the information contained here is as helpful as possible.

# Closing Dates and processing fees

The closing dates and costs for applications are as follows:

	Year 12 Students	Non-Year 12 Applicants
<b>Timely:</b> 29 Sept (5pm)	82.5c per minute (Infoline) \$16.50 (Infonet)	\$27.50 (Infonet) \$27.50 (Application Form)
<b>Late:</b> 17 Nov (5pm)	\$5.50 per minute (Infoline) \$49.50 (Infonet)	\$60.50 (Infonet) \$60.50 (Application Form)
<b>Very Late:</b> 15 Dec (5pm)	\$71.50 (Infonet only)	\$71.50 (Infonet) \$71.50 (Application Form)
<i>Please note:</i>		
▶ Fees for Late and Very Late applications include a processing, administrative late fee and the GST.		
▶ Please note fees for Late and Very Late applications include a processing, administrative late fee and the GST.		

## Amendments to the VTAC Guide 2001

**LaTrobe University:** Use of GAT Scores in Middle-band Selection.

In Issue 2, May 2000 of the VTAC Bulletin, La Trobe University announced that it had approved the use of General Achievement Test (GAT) results as an ancillary tool in middle-band selection by those Faculties that wish to use it. This policy was to come into effect for the 2000/2001 selection period, and was current at the time the VTAC Guide 2001 went to press.

La Trobe University has since been advised that the Board of Studies will not be distributing the GAT for the purposes of tertiary selection.

Given this decision La Trobe University wishes to advise that it will not use GAT results as an ancillary tool in middle-band selection during the 2000/2001 selection period.

### Victoria University

#### ► Engineering and Business

*Victoria Uni, Footscray Park: 40981 (HECS), 40983 (O/S Fee)*

Please note that the codes for the above course are listed incorrectly in the Course Index on page 133 of the VTAC Guide 2001. The codes are listed as 49081 and 49083. Please ensure that all applicants for this course are aware and list the course codes as 40981 and 40983 as stated within the course entry.

## Cancelled courses 2001

### Chisholm Institute of TAFE

#### ► Diploma of Arts–Ceramic

*58081.–Frankston*

### Northern Melbourne Institute of TAFE

#### ► Built Environment

*69231 –Preston*

### Victoria University of Technology

#### ► Computer Science (Info Tech)

*85861–Footscray Nicholson  
85051–Sunshine*

## Supplementary Information Form

### Year 12 students

The VTAC S Form is available for use by all current Australian Year 12 students applying for courses through VTAC. This form is optional and can be used to give supplementary information such as disadvantage occurring during Year 12. Students are advised to be brief and to not only include what has affected their study, but HOW.

## Course fee structures

**Type 1 Courses:** All Government funded TAFE and HECS-based courses have a course code ending in “1”.

**Type 2 Courses:** All fee-based university, private provider and TAFE course codes end in “2”. These courses generally require applicants to pay fees upfront. Fees range from \$2,000 - \$22,000 with no discounts.

**Type 3 Courses:** Full-fee university and private provider course codes ending in “3”. These course codes are for overseas students studying a Year 12 in Victoria only.

There are three types of course codes available through the VTAC system. It is essential that applicants use the correct code.

Copies of Form S have been sent to each school. Students can use a clean photocopy of this form or download it from the VTAC Website Year 12 section ([www.vtac.edu.au](http://www.vtac.edu.au)).

### Non-Year 12 Applicants and Form SI

The VTAC SI Form is similar to the VTAC S Form. A copy is attached to the VTAC application and available on the VTAC Non-Year 12 Infonet.

Documents such as a reference, curriculum vitae and so on, accompanying either VTAC Form S or VTAC Form SI will not be circulated.

## UMAT clarification

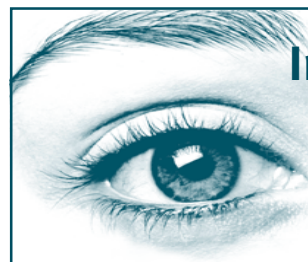
The Universities of Melbourne and Monash, on behalf of UMAT Pty Ltd, wish to draw the following to your attention:

- UMAT Pty Ltd is contracted by the participating universities to co-ordinate, administer and process the Undergraduate Medicine & Health Sciences Admission Test (UMAT) throughout Australia and overseas.
- UMAT Pty Ltd wishes to advise that the flyer faxed to schools across Australia in early June promoting a “UMAT Test Advice & Prep Clinic” was not distributed by UMAT Pty Ltd. The advertised clinics are

not endorsed by, and the individuals responsible for the administration of these clinics are in no way affiliated with or sponsored by UMAT Pty Ltd. UMAT Pty Ltd is not aware of the content of the clinics and has not provided test material or information to the individuals responsible for these clinics. To UMAT Pty Ltd’s knowledge the clinics are privately owned and are run for profit.

- UMAT Pty Ltd and the participating Universities regret that the flyer sent to schools may have caused confusion and worry amongst students and staff.
- UMAT Pty Ltd wishes to re-emphasise that they are in no way connected with the advertised “UMAT Test Advice & Prep Clinics”.

If you wish to discuss this matter further please contact the UMAT Co-Ordinator, UMAT Pty Ltd on (02) 4921 8745.



## Institutions new to VTAC 2001

Australian College of Sports Therapy  
Australian Institute of Public Safety  
Melbourne Institute of Business and Technology (MIBT)  
Monash College  
Southern School of Natural Therapies  
Victorian College of Healthcare Education

# school specific information

## Publications and information services:

If you have a question or query please don't hesitate to contact one of the team in Publications and Information Services:

- Suzanne Connelly Deputy Director, Publications and Information Services
- Mary Leeds Publications Officer
- Alex Lum Publications and Web Designer
- Dominic Miller Manager Publication
- Tasy Mouzakis Co-ordinator Publications and Information Services
- David Osborne Manager Schools Liaison

All VTAC publications are now available in a printed format and on the VTAC website at [www.vtac.edu.au](http://www.vtac.edu.au).

The website assists students in Years 10, (VICTER 2003), 11 (VICTER 2002) and 12 (VTAC Guide 2001) in making informed decisions about subject choice for tertiary selection.

## What to expect in the VTAC package

In February this year, VTAC conducted a survey of all Victorian schools. The results were honest and illuminating and have led to a number of changes:

- The Year 12 Information Form will not be printed for each individual student. Instead a proforma will be available online for teachers and/or students to use for counselling purposes.
- ENTER into Tertiary Courses: The ENTER booklet will only be available online. This is a direct result of feedback from careers teachers and subsequent budgetary cuts.
- The brochure, the ABC of Scaling, will be printed and distributed to schools for use by Year 12 students. It is also available online at [www.vtac.edu.au](http://www.vtac.edu.au)
- The Infoline audiotape will not be produced this year. Approximately 85% of teachers responding to the survey indicated they did not use the tape.
- Reference copies of VICTER are distributed to schools week commencing 17 July. Additional copies can be bought over the counter at VTAC for \$5.50 (inc. GST)

## The application process in brief—Year 12 students

- ▶ Year 12 students studying in Australia have a choice of how they apply by using either the VTAC Infoline ([www.vtac.edu.au](http://www.vtac.edu.au)) or VTAC Infoline (1902 241 114 at 82.5 cents per minute inc GST). Students applying on the VTAC Infoline will not be able to change their preferences on the VTAC Infoline until their formal change of preference period in December (VCE

students) and December/January (interstate and IB students). Students choosing to switch from Infoline to the Infoline at the designated Change of Preference period will be required to pay a once off fee of \$11.00 (inc. GST). Students choosing to switch from the Infoline to the Infoline will also be required to pay 82.5cents per minute (inc GST).

- ▶ Students applying between 24 July and 29 September will be able to change their preferences up until 29 September at 5.00pm using the method by which they have applied.
- ▶ Each student's PIN is made up of the first four digits of their birthdate for example 7 January 1983 = PIN 0701.
- ▶ If a student is having any difficulty in applying on the VTAC Infoline or Infoline they should **personally** contact the Multimedia Helpdesk on 1300 364 122. Confidential details will not be released to anyone except the student without written authorisation.

Students applying on the Infoline have a choice, up until 29 September, of how they pay their processing fee. Students with a credit card can do using the E-commerce system.

- ▶ Students without a credit card can request an invoice that must be paid at an Australia Post Office immediately upon receipt otherwise their application **will not be processed**.
- ▶ Overseas VCE and IB students studying in Victoria must apply through VTAC for university course codes ending in "3". You must contact TAFE institutes directly if you wish to apply for a TAFE course.

## Overseas students studying in Victoria

### Notification of Residency Status

All Victorian Schools have been asked to identify overseas students and return their information to VTAC (on the pink form). This list is necessary to ensure that the overseas course code database is accurate.

Would you please re-check your copy of the list and notify VTAC of any discrepancies.

If the residency status of one of your students listed on the pink form changes, VTAC must be notified immediately to ensure records are appropriately amended.

Finally, students studying in Australia on a temporary (students) visa or as a refugee are not classified as residents and must therefore apply as an overseas student.

### Overseas addresses

VTAC has become aware that a number of overseas students studying in Victoria have listed international addresses on their documentation. Students are advised to list an Australian local address. Correspondence requiring action cannot be guaranteed to reach applicants within the prescribed period of time.

## Free tertiary expo for parents of VCE students

A free tertiary information seminar targeted at parents of students studying a year 12 in Victoria will be held on: Thursday 31 August from 6.30pm–8.30pm.

There is no need to register – however for further information check out the VTAC website at [www.vtac.edu.au](http://www.vtac.edu.au)

Topics to be covered include:

- Who is VTAC ?
- What is our role?
- The VTAC Guide 2001
- Preference selection (University/TAFE/ Other Provider)
- Infoline/Infoline (applying for courses)
- Calculation of ENTERs
- The Offer period
- Q & A Time

Representatives from VTAC, university, TAFE, other providers and HECS will be on hand to provide information and answer your questions. See page 8 for further information.

# VTAC Careers Teachers Briefing Sessions

To confirm your registration of the VTAC Careers Teachers Briefing Sessions you will need to access the careers teachers' page at [www.vtac.edu.au](http://www.vtac.edu.au)

## REGIONAL BRIEFING SCHEDULE

<b>Monday 24 July</b> 9.00—11.00	<b>Metropolitan</b>	RMIT University (for newly appointed Careers Teachers) Building 1, Level B Chambers Room 124 La Trobe Street
<b>Monday 24 July</b> 1.30—3.30	<b>Western Metropolitan</b>	Victoria University—Convention Centre Auditorium 460 Ballarat Road, Sunshine
<b>Tuesday 25 July</b> 9.30—11.30	<b>Eastern Metropolitan</b>	Swinburne University of Technology Lecture Theatre TD121 TAFE Building John Street, Hawthorn
<b>Tuesday 25 July</b> 1.30—3.30	<b>Eastern</b>	Swinburne University of Technology Lecture Theatre TD121 TAFE Building John Street, Hawthorn
<b>Tuesday 25 July</b> 1.30—3.30	<b>Gippsland</b>	East Gippsland IOT Room 701 48 Main Street, Bairnsdale
<b>Wednesday 26 July</b> 9.30—11.30	<b>Gippsland</b>	Monash University Gippsland Green Inc Complex Switchback Road, Churchill
<b>Wednesday 26 July</b> 9.30—11.30	<b>Southern Metropolitan</b>	Chisholm Institute of TAFE Edmund Barton Centre 488 South Road, Moorabbin
<b>Thursday 27 July</b> 9.30—11.30	<b>Northern Metropolitan</b>	NMIT Greensborough Building B, Room 216 Civic Drive, Greensborough
<b>Thursday 27 July</b> 9.30—11.30	<b>Outer Eastern</b>	Swinburne University of Technology Industry Development Centre 12-50 Norton Road, Croydon
<b>Monday 31 July</b> 2.00—4.00	<b>Barwon/Southwest</b>	Deakin University Waterfront Gheringhap Street, Geelong
<b>Monday 31 July</b> 2.00—4.00	<b>Central Highlands/Wimmera</b>	University of Ballarat SMB Campus Brewery Complex Lecture Theatre 107 Lydiard Street South, Ballarat
<b>Tuesday 1 August</b> 12.00—2.00	<b>Central Highlands/Wimmera /Barwon South West</b>	Hamilton College Murray Hall Chaucer Street, Hamilton
<b>Tuesday 1 August</b> 1.00—3.00	<b>Goulburn/North Eastern</b>	Goulburn Ovens Institute of TAFE Building C Auditorium Fryers Street, Shepparton
<b>Wednesday 2 August</b> 9.00—11.00	<b>Loddon Campaspe/Mallee</b>	Sunraysia Institute of TAFE Auditorium Benetook Avenue, Mildura
<b>Wednesday 2 August</b> 9.00—11.00	<b>Goulburn North/East</b>	Wodonga Institute of TAFE Building B, Theatre Room 019 15 McKoy Street, Wodonga
<b>Thursday 3 August</b> 9.00—11.00	<b>Loddon Campaspe/Mallee</b>	Bendigo Regional Institute of TAFE Theatrette 136 Mccrae Street, Bendigo

### Important Notes:

- ▶ These sessions are targeted at secondary school staff.
- ▶ Careers counsellors and other professionals not associated with schools (or free course information services) must register for the Fee for Service Briefings – see page 7 for details

## VDATE electronic transfer of VTAC data

- VTAC understands that the correct email address of every Victorian school has been appropriately updated. If you wish to check your schools contact details with VTAC then please either: email [Davidos@vtac.edu.au](mailto:Davidos@vtac.edu.au) or telephone David Osborne on (03) 9954 3251.
- Please ensure that these details are kept up to date, as incorrect information will lead to delays when data is distributed to schools.

## VDATE: Schedule for 2000/2001

Following is the schedule of data transfer to all schools in 2000/01.

- 2.00pm Tuesday 3 October**  
Preference data of timely applicants sent to schools (as at 29 September)
- 2.00pm Wednesday 22 November**  
Preference data of late applicants sent to schools
- 9.00am Monday 11 December**  
ENTER data sent to schools
- 2.00pm Tuesday 2 January 2001**  
Change of Preference data to schools
- 2.00pm Thursday 4 January 2001**  
Overseas students offers to schools
- 2.00pm Monday 15 January 2001**  
Round 1 offers to schools
- 2.00pm Monday 22 January 2001**  
Round 1 acceptance data to schools
- 2.00pm Thursday 1 February 2001**  
Round 2 offers to schools
- 2.00pm Tuesday 6 February 2001**  
Round 2 acceptance data to schools

### Technical helpdesk

- The VTAC Technical Helpdesk will be operating again in 2000. The Helpdesk has been established to assist schools with any technical problems they may be facing with the electronic transfer of VTAC data via the VDATE system or the installation and use of VTAC Career Easy, will begin operation in late July 2000 and continue through until mid February 2001

**Telephone: 1800 252 079**

# non-year 12 applicants

## The application process in brief—Non Year 12 applicants and Queensland external students

- ▶ Non-year 12 applicants and Queensland external students have a choice of how they apply by using either the VTAC Infonet ([www.vtac.edu.au](http://www.vtac.edu.au)) or VTAC Application Form. Those applying on the VTAC Form will be able to change their preferences on either the VTAC Infoline (1902 241 114 @ 82.5 cents per minute) or the VTAC Infonet ([www.vtac.edu.au](http://www.vtac.edu.au)) at the designated times set out in the VTAC Guide.
- ▶ Applicants applying via the VTAC Infonet must pay at the time of application by credit card. Both Mastercard and Visa are accepted.
- ▶ Applicants applying on the VTAC Application Form, must remove the white slip at the bottom of the form and pay, before lodging the form with VTAC, at any Australia Post Office.
- ▶ Finally, for those non-year 12 applicants who miss the designated change of preference period, VTAC has instituted an additional change of preference service. This can only be accessed via the website at [www.vtac.edu.au](http://www.vtac.edu.au) and at a fee of \$27.50 payable by credit card only. Applicants must note that these preferences will replace the initial application although any offers made in the Early round will still constitute the last preference.

## Free tertiary expos

- A series of free tertiary information seminars targeted at adults returning to study will be held across Victoria during late July, August and early September.
- Topics will include:
  - ▶ Options for tertiary study
  - ▶ Who, what, when and where to go for information
  - ▶ Tertiary selection, interviews and procedures
  - ▶ Getting the best out of your application
- Representatives from VTAC, university, TAFE, other providers and HECS will be on hand to provide information and answer your questions.

## FREE Internet Kiosks

For those applicants without access to the Internet, VTAC in conjunction with participating universities, TAFE institutes, and the Council of Adult Education have established a series of internet kiosks throughout the state.

Not only do prospective applicants have free access to the VTAC website and associated institutional links, experienced institutional staff will be on hand to get you started and answer any questions you may have.

# 2000 Schedule



Tertiary Seminars  
for adults returning  
to study

## REGIONAL VICTORIA

### July

July 25: 7.00–8.30pm	Gippsland	Monash University Gippsland Campus GREEN Inc. Complex Switchback Road, Churchill
July 31: 7.00–8.30pm	Geelong	Geelong Theatre Little Malop Street (Directly Opposite GPAC) Geelong
July 31: 7.00–9.00pm	Ballarat	Australian Catholic University—Aquinas Mulkearns Lecture Theatre 1200 Mair Street, Ballarat

## METROPOLITAN MELBOURNE

### AUGUST

August 30: 6.30–8.30 Seminar 6.30–7.15	Melbourne	RMIT University Storey Hall 342–348 Swanston Street Melbourne
August 31: 12noon–2pm Drop in lunch break Seminars (15mins x 6)	Melbourne	RMIT University Storey Hall 342–348 Swanston Street Melbourne



## Access Point internet kiosk

**Australian Catholic University**  
Telephone: (03) 9953 3060/3061

**AMES (Adult Multicultural Education Services)**  
2<sup>nd</sup> Floor, Library  
255 William Street  
Melbourne Vic. 3000

**Box Hill Inst. of TAFE**  
Telephone: (03) 9286 9356

**Central Gippsland Inst. of TAFE**  
Yallourn Campus  
Telephone: (03) 5127 0102  
Mid Valley Campus  
Telephone: (03) 5127 0102

**Charles Sturt University**

Albury/Wodonga Campus  
Telephone: (02) 6051 6811/(02) 6051 6629

**Council of Adult Education**  
Telephone: (03) 9652 0697

**Deakin University**  
Telephone: (03) 9244 6333

**Geelong Campus**  
Telephone: (03) 5227 2333

**East Gippsland Inst. of TAFE**  
Telephone: (03) 5143 3566

**Gordon Institute of TAFE**  
Telephone: (03) 5225 0800

**Holmesglen Institute of TAFE**  
Chadstone Campus  
Telephone: (03) 9564 1894

Waverley Campus  
Telephone: (03) 9564 1894

**Kangan Batman TAFE**  
Hume Campus  
Telephone: (03) 9279 2427

**Monash University**  
Clayton Campus  
Telephone: (03) 9905 1320  
Caulfield Campus  
Peninsula Campus  
Gippsland Campus

**Northern Melbourne Inst. of TAFE**  
Preston Campus  
Telephone: (03) 9269 1200

**RMIT University**  
City Campus  
Telephone: (03) 9925 2260

**Sunraysia Inst. of TAFE**  
Telephone: (03) 5022 3666

**Swinburne University of Technology**  
Hawthorn Campus  
Telephone: (03) 9214 8000

**University of Ballarat**  
Mt Helen Campus  
Telephone: 1800 811 711

**University of Melbourne (The)**  
Telephone: (03) 8344 6124

**Victoria University of Technology**  
Telephone: (03) 9365 2767  
Footscray Park Campus  
Telephone: (03) 9688 4110

**Victorian Tertiary Admissions Centre**  
Telephone: 1300 364 133

**Wodonga Inst. of TAFE**  
Telephone: (02) 6055 6606

# commercial careers advisers/professionals

The following workshops are targeted at private counsellors and advisers, not careers teachers working in schools.

Each workshop has been developed as a stand alone, but can be done in conjunction with the other.

For many, applying to a university or TAFE institute can be daunting. To the professional, not familiar with the process, its subtleties and evolution can be equally mystifying

These workshops are targeted at professional careers counsellors or psychological counsellors who work with people wanting to move into some form of tertiary study.

## Workshop 1: Introduction to VTAC

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Workshop 1 will provide you with a general overview of the VTAC application system; the methods by which different applicant groups apply; the timeline of activities; types of documentation required to assist a successful application; Special Entry Schemes and supplementary information.

Time will also be allocated for general discussion of specific issues and/or case studies.

<b>Length:</b>	1.5 hours
<b>Location:</b>	VTAC Training and Conference Room VTAC, 40 Park Street, South Melbourne 3205
<b>Date:</b>	Wednesday 15 August 2000
<b>Time:</b>	6.30 – 8.00pm
<b>Cost:</b>	\$33.00 (including GST).

To register your interest and receive further information please contact Suzanne Connelly, Deputy Director, Publications and Information Services at [suzannec@vtac.edu.au](mailto:suzannec@vtac.edu.au) by no later than **Monday 7 August 2000**.

**Registration forms will be sent out in early August**

## WORKSHOP 2: THE YEAR 12 AND NON-YEAR 12 APPLICATION

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This workshop will further explore topics discussed in Workshop 1. Topics covered will include the application processes, in detail; common mistakes and misconceptions about applying; the Differences between the two applicant groups and subtleties of special entry schemes, the use of Supplementary Information, the development of the ENTER, change of preference (for both categories), prerequisite studies and Extra requirements.

The workshop will be a mix of information provision, case studies and hands on experience. Time will also be allocated to answer participant questions and/or hypotheticals.

<b>Length:</b>	3 hours
<b>Location:</b>	To be confirmed.
<b>Date:</b>	Wednesday 22 August 2000
<b>Time:</b>	6.30 – 9.30pm
<b>Cost:</b>	\$55.00 (including GST)

To register your interest and receive further information, please email Suzanne Connelly, Deputy Director, Publications and Information Services on [suzannec@vtac.edu.au](mailto:suzannec@vtac.edu.au) by no later than **Monday 7 August 2000**.

**Registration forms will be sent out in August**

Please note change of dates

# VTAC

## Parent Information



### The application process and beyond.

- ▶ Are you confused about the VTAC application process?
- ▶ Would you like to know more about the ENTER?
- ▶ Would you like to provide the right advice and support to your son or daughter in Year 12?

Representatives from TAFEs, universities and other providers and HECS will join VTAC staff to answer your questions. Find out how your son or daughter should apply for tertiary study and what they should expect once they get there.

Venue: RMIT University (Storey Hall)  
342-348 Swanston Street  
Melbourne 3000

Date: 31 August

Time: 6.30pm to 8.30pm  
(seminar starts 6.30pm)



For further information check out the VTAC website [www.vtac.edu.au](http://www.vtac.edu.au)

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