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1 THE ROLE OF VTAC

The Victorian Tertiary Admissions Centre (VTAC) is responsible for the administration of a joint selection system for undergraduate courses on behalf of Victorian Universities, TAFE Institutes and other providers.

VTAC also administers applications for the Graduate Diploma in Education courses.

VTAC does not select applicants or have any responsibility for the VCE curriculum or assessment. Selection is the responsibility of institutional course selection authorities and the VCE is the responsibility of the Board of Studies.

VTAC's role is to:

- ▶ produce and distribute application materials to all groups of applicants including year 12 students and non-year 12 applicants
- ▶ receive applications and pass them on to course selection authorities
- ▶ receive selection decisions from these authorities, on the basis of which offers of tertiary places are sent to applicants
- ▶ distribute VTAC data to Victorian secondary schools.

Other activities include:

- ▶ information/briefing sessions for careers teachers, professionals
- ▶ tertiary information sessions for non-year 12 applicants and parents of VCE students

2 INFORMATION PROVISION

2.1 VTAC CourseLink

From July 2001 VTAC will make available all of its school data via VTAC CourseLink. CourseLink is a web-based facility available to teachers and students across Victoria. Everyone will be able to access CourseLink from any computer with internet access. Confidential data sent to schools will be password protected.

CourseLink will be available at no cost to schools or students from June 2001.

2.2 The VTAC Website (www.vtac.edu.au)

The VTAC website is secure, user friendly, interactive and informative. It contains an on-line system that offers advice and assistance. The site is updated frequently to include the VTAC Bulletin, Clearly-in data and cancelled courses.

In addition to these facilities, the site also contains copies of all of VTAC's publications.

2.3 Career Teacher Briefings

VTAC staff will be available to meet with a number of local Career Groups early in the year. This program is a follow on from the interaction with groups in 2000. The meetings will provide teachers and VTAC staff to discuss the VTAC application and selection issues.

Our aim is to visit approximately eight to ten groups this year. We anticipate this meeting taking place in February 2001 and if time allows request 10-15 minutes. The meetings will also provide teachers with an opportunity to address any specific issues they have or wish to be covered during the July briefing sessions.

REGIONAL BRIEFING SCHEDULE

(venues to be confirmed)

METROPOLITAN

VTAC Centre (40 Park Street, South Melbourne).

Preferred: public transport

Monday 23 July 9.30–1.00pm (New Careers Teachers only)

Target audience: Teachers who will attend the new Careers Teacher conference in February. The session will concentrate on issues relating to a first time experience with VTAC procedures.

Tuesday 24 July 9.30–11.30am
1.30–3.30pm

Wednesday 25 July 9.30–11.30am
1.30–3.30pm

Thursday 26 July 9.30–11.30am
9.30–3.30pm

The venue holds a maximum of 60 persons at a time and teachers will be requested to nominate a time for attending briefings in the May VTAC Bulletin.

REGIONAL VICTORIA

Tuesday 24 July 1.30–3.30pm
possible parent session 7–8.30pm Bairnsdale
Gippsland Region

Wednesday 25 July 9.30–11.30am Morwell

Monday 30 July 1.00–3.00pm
possible parent session 1.00–3.00pm
7–8.30pm Geelong
Ballarat
Geelong Region
Ballarat Region

Tuesday 31 July 1.00–3.00pm
possible parent session 1.00–3.00pm
7–8.30pm Warrnambool
Bendigo
Warrnambool Region
Bendigo Region

Wednesday 1 August 1.00–3.00pm
possible parent session 1.00–3.00pm
7–8.30pm Horsham
Shepparton
Horsham Region
Shepparton Region

Thursday 2 August 1.30–3.30pm
possible parent session 1.30–3.30pm
7–8.30pm Mildura
Wodonga
Mildura Region
Wodonga Region

If your region is planning a VTAC parent session, please consider the above mentioned scheduled of activities.

2.4 Parent (VCE) Information Seminars

After the success of the pilot in 1999, it was agreed to expand the VCE Parent Seminars into regional areas. Working in conjunction with career groups and school clusters, seven seminars were conducted across the state. In all, over 1200 parents attended these sessions.

Because of the success in 2000, school clusters are again invited to register their interest in conducting a session in 2001. If regional schools would like to hold an information session in their region we would appreciate your considering the Regional Briefing schedule and organising your suggested times in conjunction with VTAC staff already in the area.

The following table provides an overview of attendance at these sessions in 2000.

Parents (VCE) Information Sessions

2000	
Bayside	300
Benalla	250
Horsham	120
Lilydale	75
Melbourne City	250
Mildura	90
Peninsula	55
Seymour	65

Because VTAC does not have the resources to attend individual school events, schools are requested to work in regions or clusters in organising parent sessions.

Finally, all requests for sessions must be in writing and addressed to David Osborne (david@vtac.edu.au)

2.5 Non-school leaver (NSL) seminars

Each session begins with an overview of preparing for study by a TIS representative followed by a VTAC information session. In most instances guest speakers discuss their experiences as an adult returning to study. Participants are invited to ask questions of a *panel of experts*. This component of the session is extremely productive and proves to be a highlight of each seminar.

Non-School Leaver Seminars—2000

Ballarat	55
Geelong	55
Melbourne City	488

2.6 Selection Report 2001

A summary of the Round one clearly-in data for 2001 selection has already been published on the VTAC Website. The same data will be available on the website in July 2001 and through VTAC CourseLink.

3 PUBLICATIONS

3.1 VTAC Guide to Tertiary Courses (VTAC Guide 2002)

The VTAC Guide to Tertiary Courses outlines courses available at participating institutions, including details of prerequisite studies, application details and procedures, Extra requirements and other relevant information.

Information included both in the VTAC Guide and the VTAC website encompasses all groups of applicants (i.e. year 12 students and non-year 12 applicants).

3.1.1 Ordering

Schools often order in copies of the VTAC Guide for their students. There are two ways of obtaining the VTAC Guide this year for your students: use the website OR call your newsagent – YOU ARE NOT REQUIRED TO DO BOTH.

EITHER:

(a) Pre-order on the VTAC website.

Schools can pre-order copies of the VTAC Guide 2002 for students via an electronic form on the VTAC website. If you pre-order your Guides, you will have access to them at your nominated newsagent from July 16,

OR

(b) Purchase copies from your local newsagent.

If ordering in bulk, schools are advised to place an order with newsagents one week prior to July 23. Guides ordered from your newsagent will cost \$8.25 each (inc. GST) and are available from July 23.

3.1.2 Delivery and Collection

(a) Student copies ordered on the web

- ▶ Available: **Monday July 16.**
- ▶ Your order will be distributed by Gordon and Gotch to your nominated newsagent for collection by you, and will not be delivered to your school by VTAC's distributor.
- ▶ All bundles of pre-ordered copies will be marked 'STUDENT COPY'
- ▶ Your nominated newsagent, NOT VTAC, will invoice your school for your order.
- ▶ The distributor (Gordon and Gotch) will treat all orders as final, and no credit refunds or returns will be available. Orders cannot be cancelled once placed with Gordon and Gotch via the electronic order form on the VTAC website.

(b) Student copies ordered from your local newsagent

- ▶ Available: **Monday July 23.**
- ▶ Your order will be distributed by Gordon and Gotch to your nominated newsagent for collection by you, and will not be delivered to your school by VTAC's distributor.
- ▶ Your nominated newsagent, NOT VTAC, will invoice your school for your order.

3.1.3 Using the online form

To place an order for STUDENT COPIES of the VTAC Guide 2002 (\$8.25 each inc. GST).

You MUST complete sections A, B and C of the online form.

3.1.4 When will the online order-form be available?

- ▶ **GOES UP: MONDAY 19 FEBRUARY**
- ▶ **COMES DOWN: 5pm, April 12 2001 (end of Term 1)**

After April 12 no more orders will be taken online, and you will have to order copies of the VTAC Guide 2002 directly with your local newsagent.

3.1.5 Checking your order

- ▶ Go to the link at the bottom of the online order-form. This link will take you to a table where all orders received at VTAC are listed (alpha order).
- ▶ If the name of your school is not here, then VTAC has not received your order.
- ▶ REMEMBER, before checking to see if VTAC has received your order, make sure that you have submitted your order using the SUBMIT ORDER button at the bottom of the online order-form.

3.1.6 Border schools

This year, border schools will be able to order copies of the VTAC Guide 2002. If you are a school near the border of Victoria, check the online order-form to see if your school is listed.

3.2 Victorian Tertiary Entrance Requirements 2004 (VICTER 2004)

VICTER 2004 contains formal statements by the tertiary institutions regarding their 2004 entrance requirements. The book is intended for staff and counsellors who advise applicants and is essential reading for any school Principal, careers teacher, VCE Co-ordinator or course and careers counsellor.

VICTER 2004 will not contain TAFE courses, but will instead contain information about pathways into study, TAFE institutes, courses available at TAFE institutes and a range of other information which will benefit students.

Again this year, no additional copies of VICTER 2004 will be available for purchase. You can however, download additional copies from the VTAC website on <http://www.vtac.edu.au> or see the supplements in 'The Age' and the 'Herald Sun' in July 2001.

3.3 The VTAC Bulletin

The VTAC Bulletin is the medium by which VTAC updates the current VTAC Guide and announces any future changes to courses, their entrance requirements and VTAC procedures. It is also used from time to time to clarify misunderstandings regarding procedures and to announce coming events of interest.

Distribution: All Victorian secondary schools are automatically sent a single copy addressed to the Careers Teacher. Additional copies are available online.

Schools are advised to keep a reference file of Bulletins since changes are sometimes announced more than a year in advance. By observing the Bulletin number (e.g. "1/01" meaning "Issue 1 of 2001), schools can detect whether an issue has been missed.

3.4 The VTAC Annual Report

The VTAC Annual Report covers the activities of VTAC for the financial year. It brings together statistical information made available to institutions and other agencies, as well as financial and other reports. The VTAC Annual Report is only available from the VTAC website at www.vtac.edu.au from July. Annual reports from 1996/97 onwards are available online in the VTAC Library.

3.5 Back to the Books

This publication is targeted at adults returning to study and provides an overview of the issues associated with returning to study. As well providing case studies, the book also covers such topics as returning to study, the types of study available, qualifications and experience (including general information on the various special entry schemes available at universities and TAFE institutes), contacts, and suggestions on where and how to best access information. Copies of the 2001/2002 version will be available from June 2001.

3.6 ENTER into Tertiary Courses

The ENTER booklet, as it is commonly referred to, is produced annually. The aim of the book is to provide an overview of how the Equivalent National Tertiary Entrance Rank (ENTER) is determined and to dispel popular urban myths that surround its calculation. This booklet is only available online in the VTAC Library.

3.7 ABC of Scaling

The ABC of Scaling provides a brief summary of the ENTER and scaling process. It includes plain English answers to questions such as 'Why are VCE results scaled?', 'How is scaling carried out', and 'What are the results of scaling?'. The ABC of scaling is delivered free of charge to each school in Victoria in July in sufficient quantities for each Year 12 student to receive a copy. The current ABC of scaling is also available online in the VTAC Library.

3.8 Free reference copies of VTAC publications

Each year VTAC delivers to schools a number of free reference copies of its publications, including the VTAC Guide, VICTER and the ABC of Scaling. In order for VTAC to deliver the correct numbers of reference copies for your school library and careers teachers, you must indicate to VTAC the numbers of students enrolled at your school in years 10, 11 and 12. VTAC then checks this number against your enrollments with the Board of Studies.

3.8.1 Telling VTAC how many students are enrolled at your school

In order to tell VTAC how many students are enrolled in years 10, 11 and 12, you must use the online form on the VTAC website. To provide VTAC with these details for REFERENCE COPIES of VTAC publications go to:

www.vtac.edu.au/teachers/guideorder.html

You MUST complete sections A and B of the online form.

NOTE: If you have already completed sections A and B of the online form when you ordered students copies of the VTAC Guide 2002 you are not required to do this again. ONLY ONE FORM MUST BE SUBMITTED BY EACH SCHOOL.

3.8.2 Delivery of your reference copies

Delivery date (in schools): By **Friday July 13, 2001.**

Your free reference copies will be delivered to your school (always prior to 3pm) by VTAC's distributor, and all schools (both country and metro) will have their reference copies by no later than FRIDAY JULY 13, 2001. All bundles of reference copies will be clearly marked REFERENCE COPIES.

4 VICTER 2002 AMENDMENTS

LaTrobe University wishes to make the following clarification to its course entries:

- ▶ **Occupational Therapy**
- ▶ **Occupational Therapy/Behavioural Science**
- ▶ **Orthoptic and Ophthalmic Sciences**
- ▶ **Speech Pathology**
- ▶ **Prosthetics and Orthotics**
- ▶ **Podiatry**

Selection Mode: ENTER and two stage process with a middle band of approximately 20%.

Middle-Band selection: Relevant employment or work experience (eg. as a health professional aide) during and/or subsequent to secondary schooling may be considered. A demonstrable interest in the relevant discipline (eg. as a health professional aide) may be taken into account. Applicants wishing to supply information on their experiences in this area should do so using the VTAC S or SI form.

- ▶ **Physiotherapy**

Selection Mode: ENTER.

5 VICTER 2003 AMENDMENTS

LaTrobe University wishes to make the following changes to its course entries.

- ▶ **Orthoptic and Ophthalmic Sciences**

Selection Mode: ENTER and two stage process with a middle band of approximately 20%.

Middle-Band selection: Relevant employment during and/or subsequent to secondary schooling (eg. as an aide) may be considered. A demonstrable interest in orthoptic and ophthalmic sciences (eg. as an aide) may be taken into account. Applicants wishing to supply information on their experiences in this area should do so using the VTAC S or SI form.

6. 2001 INTERNATIONAL BACCALAUREATE

Based on the 2000 scaling and aggregation process and the 2000 IB Notional ENTER analysis for Victorian IB students, the Base-Line Aggregate Table for 2001 International Baccalaureate students is as follows:

Passing IB Score	Minimal Scaled Aggregate 2001	2000 equivalent Notional ENTER	Passing IB Score	Minimal Scaled Aggregate 2001	2000 equivalent Notional ENTER
45	213.3	99.95	34	172.0	94.15
44	209.5	99.85	33	168.2	92.85
43	205.7	99.75	32	164.5	91.35
42	202.0	99.55	31	160.7	89.80
41	198.2	99.35	30	157.0	88.00
40	194.5	99.00	29	153.2	86.05
39	190.7	98.50	28	149.5	83.95
38	187.0	97.95	27	145.7	81.65
37	183.2	97.25	26	142.0	79.30
36	179.5	96.35	25	138.2	76.60
35	175.7	95.30	24	134.5	73.90

Notes:

1. This is not the 2001 Notional ENTER table.
2. IB students are guaranteed a minimal scaled aggregate as shown above, but except in the case of a perfect score not a minimal Notional ENTER.
3. The 2000 equivalent ENTER is provided for information only. There is no guarantee of the Notional ENTER that will correspond to the respective aggregates in 2001.
4. Remember that the actual scaled aggregate 2001 may be higher. Refer to the published methodology.

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