



Bulletin

Issue 1 February 2002

Principal VCE Coordinator Careers Teachers

ISSN 1445-8225

Welcome to 2002!

Contents

VTAC CourseLink	2
The VTAC Website (www.vtac.edu.au)	3
VTAC Publications available in 2002	3
All about the VTAC Guide 2003	5
Obtaining free reference copies of the VTAC publications	5
Parent (VCE) Information Seminars	6
Careers Teacher Briefings	7
2002 International Baccalaureate	8

Welcome back after a well-earned break for the holidays (for those who had one!).

The next twelve months at VTAC promise to be another period of innovation and growth. VTAC staff will continue to provide you with ongoing improvements in information provision and customer service, together with a continued commitment to making the process of applying for tertiary courses more effective, efficient and user-friendly.

In order to assist us in making improvements to our systems and service, VTAC has enclosed in this Bulletin a short survey for Careers Teachers. By completing this survey and sending it back to VTAC (in the pre-paid envelope), you will provide VTAC with the opportunity to view your feedback on a range of important issues – feedback which will during the course of the next twelve months translate into improvements for you and your school in the range of services that we provide.

Inside this edition...

Stay up-to-date

To stay up-to-date this year, make sure that you check out the VTAC CourseLink timetable in the 'Teacher Access' section of the program, and also subscribe to the VTAC E-Newsletter via the VTAC website (www.vtac.edu.au). See the VTAC website at www.vtac.edu.au to subscribe.

VTAC CourseLink

This year VTAC plans to incorporate the 'teachers' section of the VTAC website into the 'Teacher access' section of CourseLink, allowing us to make available to you much more information behind the security of your teacher access login. Further information about the first edition of CourseLink and plans for the coming twelve months can be found on **page 2**.

Briefing Sessions

Also included in this Bulletin is a provisional schedule for the July/August Briefing Sessions, both Metropolitan and Regional. In order to facilitate the booking of these sessions, VTAC will be providing an on-line booking facility for your convenience. You can read more about this on **page 7**.

VTAC Guide 2003

The editorial process for the VTAC Guide 2003 has already begun! The on-sale date for this publication is July 22, and similar ordering and distribution arrangements will be in place again this year. Again, you will have the option of ordering on-line and obtaining your copies of the Guide 2003 one week earlier than the on-sale date. All of the options are outlined on **page 5**.

Don't forget to pre-order your VTAC Guides 2003 on-line from Monday March 4 to Thursday 28 March.

This way you will receive them up to one week earlier than the on-sale date and they will be application form-free.

VTAC CourseLink



VTAC has been extremely happy with the reception that CourseLink has received following its launch in July 2001. The Careers Teacher working party did a tremendous job working through all the issues that were raised and the information that was required to be incorporated into the program, ensuring an efficient introduction of the service. As of the middle of January 2002:

- ▶ 59791 people have accessed VTAC CourseLink;
- ▶ 14081 of these visits have been teachers using the login and password-protected Teacher Access; and
- ▶ 495 Schools have registered for access including one International school where VCE students are enrolled.

Responses from teachers have focused on:

- ▶ the ease with which they can access data;
- ▶ the assistance that many of the CourseLink functions provide for counselling; and
- ▶ the wide range of information that can be accessed within the program.

We will, of course, will be looking to make further enhancements to CourseLink in the coming year as a result of the many requests that we have received during the past few months. Please be aware, however, that each enhancement takes time, and must be carefully checked against all other functions of the CourseLink program.

Students have also found the program extremely user-friendly, allowing them access to a wide range of information including their VCE programs when the login-in using their VTAC application number and PIN. Students may also access the program the same way that the general public does, by using a user name but no password, and this functionality been most useful to non-school personnel.

In line with our policy of improved customer service, VTAC is producing a 'user's guide' filled with helpful hints in the use of CourseLink, screenshots and basic information that will allow those of you who are unfamiliar with the program to familiarise yourself with the main functions, and allow those of you who have used the program successfully to remind yourself of useful functions during the coming twelve months. The user's guide will be available on CourseLink soon as a PDF file which you may download and read from your computer using Adobe Acrobat, or print and use as hardcopy.



When contacting VTAC staff, if you intend to 'ring around', there is no need to leave a message on all telephones. One message will suffice!

For the rookies...

For those of you new to your role, here's some basic information about VTAC and the role that it plays in selection:

- ▶ 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 nor does it 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 VCAA).

As part of its role, VTAC:

- ▶ Produces and distributes application materials to all groups of applicants including year 12 students and non-year 12 applicants.
- ▶ Receives applications and passes them on to course selection authorities.
- ▶ Receives selection decisions from these authorities, on the basis of which offers of tertiary places are sent to applicants.
- ▶ Distributes 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.

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.



All VTAC publications
are available at
www.vtac.edu.au
in the VTAC Library.

VTAC Publications available in 2002

VTAC Guide 2003 (available July, 2002)

The VTAC Guide 2003 outlines application procedures, institutional and course information for over 3000 undergraduate and some postgraduate education courses offered by Victorian and some interstate universities. In addition, the VTAC Guide outlines the above information for many full-time post-Year 12 courses offered by TAFE providers and some other providers.

Referred to from August 2002 until January/February 2003 when selection concludes, the VTAC Guide is the definitive publication on application and information procedures for tertiary entry in Victoria.

The information contained in this Guide is also available on VTAC's website at www.vtac.edu.au. The VTAC Guide is available for purchase from all major Victorian and selected interstate newsagencies. Free reference copies are also supplied to schools and public libraries.

See 'All About the VTAC Guide 2003' for all you need to know about obtaining the VTAC Guide 2003.

Back to the Books 03

Back to the Books 03 is a first step in the process for those who wish to further their education and return to study. This publication aims to clearly describe what is required when planning a return to study by addressing issues to consider when returning to study, explaining the education system and tertiary education (in brief), outlining student profiles, providing a suggested action plan and room for those returning to study to develop their own action plan, providing information sessions (outlined with times and dates), listing contacts for university or TAFE representatives, listing contacts for appropriate organisations or counsellors, and providing links with the VTAC Guide. The information contained in Back to the Books 03 is also available on VTAC's website at www.vtac.edu.au, or pick up a hard copy through all institutions.

VICTER 2005: Victorian Tertiary Entrance Requirements

This information is provided two years in advance of the date that a particular course is available so that students in Year 10 and other students contemplating tertiary studies can plan their VCE studies in light of the requirements of the institutions and courses for which they intend to apply. Available on-line and your schools will have reference copies.

VICTER 2005 contains formal statements by the tertiary institutions regarding their 2005 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 2005 does not contain TAFE courses, but instead contains 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 2005 will be available for purchase. You can however, download additional copies from the VTAC Library on the VTAC website or see the supplements in 'The Age' and the 'Herald Sun' in July 2002.

Applying: Getting it Right for 2003

This is a companion to the VTAC Guide 2003 outlining the VTAC application process, and filled with hints and contacts for Year 12 Students. Available through schools and on-line in March/April.

ABC of Subject Choice 2005: A Guide for Year 10 and 11 Students.

This publication explains the VTAC publication 'VICTER 2005', and provides advice on obtaining the best results from your subject choices.

ABC of Scaling 2002: Scaling and the ENTER. A Simplified Explanation.

This publication provides a layperson's explanation of the ENTER and scaling. It is distributed to all VCE students (who qualify for an ENTER) with their ENTER statement in December of each year.

ABC of Applying 2003: A VTAC Guide for VCE Parents

This publication seeks to inform, in every-day language, parents of VCE students about the application process, preferences, the ENTER, scaling, and offers. Provides examples and case studies. Available through schools and on-line in July.

ENTER into Tertiary Courses: A Detailed Explanation of the ENTER

As you will now be aware, VTAC produces a simplified explanation of the ENTER called 'The ABC of Scaling'. For the budding mathematicians out there, VTAC also produces a comprehensive explanation of scaling and the ENTER called 'ENTER into Tertiary Courses'. 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 myths that surround its calculation. This booklet is only available on-line in the VTAC Library.

The VTAC Annual Statistics

The VTAC Annual Statistics cover 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 Statistics are only available from the VTAC website from July. Annual Statistics from 1996/97 onwards are available on-line in the VTAC Library.

The VTAC Bulletin/E-Newsletter

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.

All Victorian secondary schools are automatically sent a single free copy addressed to the Careers Teacher. Additional copies are available on-line in the VTAC Online Library.

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. "1/02" meaning "Issue 1 of 2002"), schools can detect whether an issue has been missed.

The VTAC E-Newsletter is an electronic version of the VTAC Bulletin, which is sent via email to an email address nominated by you when you subscribe. The E-Newsletter will reach you before your hardcopy Bulletin. Again, the E-Newsletter is free, and may be subscribed to from the link on the VTAC website.

DON'T FORGET!

VTAC will automatically un-subscribe you from the E-Newsletter after the end of each selection period (March). Please return to the subscribe page and re-subscribe in March if you wish to continue to receive the E-Newsletter.

All About the VTAC Guide 2003

Ordering the VTAC Guide 2003 for your students

Schools often order in copies of the VTAC Guide for their students. There are two ways of obtaining the VTAC Guide 2003: use the website OR call your newsagent – you are not required to do both!

Pre-order on the VTAC website.

Schools can pre-order copies of the VTAC Guide 2003 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 15,

Order copies from your local newsagent.

If ordering in bulk, schools are advised to place an order with newsagents one week prior to July 22. Guides ordered from your newsagent will cost \$9.90 each (inc. GST) and are available from July 22.

Ordering, Delivery and Collection of the VTAC Guide 2003 for your students

Student copies ordered on the web will be available from Monday July 15. 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. All bundles of pre-ordered copies will be marked 'STUDENT COPY'. Your nominated newsagent, NOT VTAC, will invoice your school for your order.

Please note: 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.

Student copies ordered from your local newsagent will be available from Monday July 22. 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.

Using the on-line form

To place an order for STUDENT COPIES of the VTAC Guide 2003 (\$9.90 each inc. GST) Use the on-line ordering system which may be accessed via a link on VTAC CourseLink.

When will the on-line ordering system be available?

- ▶ GOES UP: MONDAY 4 MARCH, 2002
- ▶ COMES DOWN: 5pm, THURSDAY 28 March, 2002 (end of Term 1)

After March 28 no more orders will be taken on-line, and you will have to order copies of the VTAC Guide 2003 directly with your local newsagent.

Checking your on-line order

A link will be provided which will take you to a page 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. Access via VTAC CourseLink from 4 March, 2002.

Border schools

Border schools will be able to order copies of the VTAC Guide 2003 on-line also. If you are a school near the border of Victoria, check the on-line ordering system to see if your school is listed. If not, please email dominic@vtac.edu.au with your school name and name and address of preferred newsagent.

Obtaining 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 enrolments with the VCAA.

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 on-line ordering system on VTAC CourseLink. Select the link for those who only wish to order reference copies.

Delivery of your reference copies

Delivery date (in schools) will be no later than Monday July 15, 2002. 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 this date. All bundles of reference copies will be clearly marked 'REFERENCE COPIES'.

Parent (VCE) Information Seminars

Working in conjunction with career groups and school clusters, an expanded parent seminar program was conducted across the state in 2001, including a major expansion into regional areas. Just under 2000 parents attended these sessions, up from 1200 in 2000. The majority of this increase came from regional areas, and with this in mind VTAC plans to further expand the regional parent education sessions. The following table provides an overview of attendance at these sessions in 2001:

Date	Location	Attendees
Monday 30 July	Geelong	172
Wednesday 1 August	Horsham	108
	Wodonga	120
Thursday 2 August	Mildura	95
Monday 6 August	Colac	200
Tuesday 7 August	Mentone	350
Thursday 9 August	Benalla	140
Tuesday 14 August	Ballarat	200
	Shepparton	140
	Metropolitan	200
Monday 20 August	Peninsula	44
Wednesday 22 August	Bayside	55
Thursday 30 August	RMIT	144
		Total 1968

As a result of this continued increase in interest in 2001, school clusters are again invited to register their interest in conducting a session in 2002. 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.

Important message to Schools – Guidelines for a successful Parent Seminar

Over the last couple of years VTAC has enjoyed the opportunity to speak with Parents of year 12 students on issues to do with applying, receiving an ENTER and the offer system. The sessions are organised by a group of schools in particular areas who do the organising and the promotion of the evening.

The sessions have been extremely well accepted by the Parents who have attended and VTAC staff will again be available to attend these sessions upon invitation.

From our experiences over the past couple of years we would like to offer the following guidelines to schools intending to offer a parent session with VTAC participation.

- ▶ Confirm early with VTAC and offer at least two dates that will fit into your schedule. For Regional evenings please look at times that VTAC reps are in your area. If this is unsuitable contact VTAC with your suggested times and dates
- ▶ Select a time in the school calendar that does not clash with Parent/Teacher night or other evening function in that week. (This does affect attendance)
- ▶ A facility with a screen and data show access is preferred.

All queries in relation to these evenings contact **David Osborne on 9954 3251 or by email davido@vtac.edu.au**



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.

Careers Teacher Briefings

VTAC Briefing Sessions allow teachers from across the state to have direct face-to-face access with VTAC staff in order for VTAC to provide details of any important changes to the coming application and selection process, and to allow teachers to ask any questions on any aspect of the VTAC process that they may have.

Initial sessions take place in Metropolitan Melbourne in July, shortly after the release of the VTAC Guide and the opening of applications through VTAC. During this first week, sessions are held at the VTAC offices in South Melbourne. Following this VTAC staff travel to a range of regional destinations to hold the sessions.

This year, bookings for the sessions (both Metropolitan and Regional) will be taken via the internet, and access to the booking sheet will be through CourseLink. A notice will appear on the main CourseLink Teacher Access login page when bookings are open, so please check CourseLink regularly for notices.

A provisional timetable is outlined below, but please be aware that this may change and you should wait for the definitive dates on CourseLink before making any definite plans.

VTAC Careers Teacher Briefing Schedule

To be Confirmed in a later Bulletin

Date	Location
Monday 22 July (New Teachers Only)	VTAC Office
Tuesday 23 July (New Teachers Only)	VTAC Office Bairnsdale
Wednesday 24 July	VTAC Office VTAC Office Morwell
Thursday 25 July	VTAC Office VTAC Office
Monday 29 July	Geelong Ballarat
Tuesday 30 July	Warrnambool Bendigo
Wednesday 31 July	Horsham Shepparton
Thursday 1 August	Mildura Albury/Wodonga
Friday 2 August	Swan Hill

This Bulletin lists the dates we will be in your area doing VTAC Briefings in July/August. Regional groups who would like to run a parent evening with a VTAC focus should look at the dates and if it fits in with your requirements we will run parent sessions on the evening we are in your area.

If the dates do not fit in with your schedule please contact **David Osborne (Schools Liaison) at VTAC on 9954 3251 or email david@vtac.edu.au** and we will attempt to arrange a parent session to meet your requirements.

2002 International Baccalaureate

The Base-Line Aggregate table for 2002 International Baccalaureate students will be as follows:

Passing IB score in 2002	Minimal Scaled Aggregate 2002	2001 equivalent Notional ENTER	Passing IB score in 2002	Minimal Scaled Aggregate 2002	2001 equivalent Notional ENTER
45	212.8	99.95	34	173.0	94.20
44	209.1	99.85	33	169.4	92.90
43	205.5	99.75	32	165.8	91.40
42	201.9	99.60	31	162.2	89.90
41	198.3	99.30	30	158.5	88.10
40	194.7	98.95	29	154.9	86.10
39	191.1	98.45	28	151.3	84.10
38	187.5	97.85	27	147.7	82.05
37	183.8	97.10	26	144.1	79.80
36	180.2	96.25	25	140.5	77.35
35	176.6	95.35	24	136.9	74.80

Notes:

1. This is not the 2002 Notional ENTER table.
2. IB students with no repeat study results 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 2002 equivalent ENTER is provided for information only. There is no guarantee of the Notional ENTER that will correspond to the respective aggregates in 2002.
4. Remember that the actual scaled aggregate 2002 may be higher. Refer to the published methodology.

© Victorian Tertiary Admissions Centre, 2002

VTAC is the owner of the Copyright in this publication. Apart from any fair dealing for the purpose of private study, research, criticism or review, as permitted under the Copyright Act, no part may be reproduced or extracted by any process without VTAC's written permission. Enquiries should be addressed to the Deputy Director, Publications and Information Services, VTAC. VTAC has no objections to schools and tertiary institutions reproducing this publication provided it is ONLY for use within their own institution and this Copyright statement is included. If the document is not reproduced in full sections, it should not be copied out of context where information could be incomplete and/or misleading. Schools and tertiary institutions MUST ENSURE that this information is not transmitted to any other person or body without prior permission from VTAC.