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**Victorian Tertiary Admissions Centre**  
 40 Park Street  
 South Melbourne VIC 3205  
 Telephone: 1300 364 133  
 VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)

## VTAC Chronic Circumstances Application process 2004

### Chronic circumstances of disadvantage during Year 12 studies

If, while studying Year 12 in 2003, a student's studies have been affected by chronic circumstances of disadvantage and these circumstances have impaired their performance in external examinations, the student may apply to have this information brought to the attention of selection officers.

Each chronic circumstances application form will need to be certified by the school principal. VTAC will refer your information to institutions where you have not already received a derived examination score(s) from the VCAA on account of your particular circumstances of disadvantage. Institutions will take account of information supplied in accordance with their individual admissions policies. These policies will be published on the VTAC website later in the year. Further information about eligibility criteria and application procedures will be made available to schools in August/September.

**NOTE:** This information will also be published on the VTAC website later in the year.

### VCAA Derived Examination Scores

The July edition of the VCAA Bulletin contains a lift out providing further details on Derived Examination Scores for students in 2003.

It has been prepared following the processing of student applications for Derived Examination Scores for the June examinations by the VCAA.

It contains a number of case studies illustrating the eligibility requirements for a Derived Examination Score.

### Cumulative Performance Measure

Depending on the number of scored VCE sequences, some VCE students and Victorian Certificate of Applied Learning (VCAL) senior graduates may be eligible for a Cumulative Performance Measure (CPM). Further information about this measure and a release date will be made available on the VTAC website later this year.

## New courses

### Bendigo Regional Institute of TAFE (BRIT)

- **Music Industry (Technical Production)**  
BRIT, Bendigo: 63131

### Monash University

- **Arts/Business and Commerce**  
Monash Uni, Peninsula: 29061 (HECS),  
29062 (Fee), 29063 (O/S Fee)
- **Medicine/Surgery**  
Monash Uni, Clayton: 28691 (HECS bonded)

### The University of Melbourne (Parkville)

- **Medicine/Surgery/Medical Science**  
Uni of Melbourne, Parkville: 38111 (HECS bonded)

### The University of Tasmania

- **Medicine/Surgery**  
Uni of Tas, Sandy Bay (Hobart): 48041 (HECS bonded)

See page 3 for details

## The Application process in brief...

### All Applicants

#### Application dates and times

Applications open: 9am Monday 21 July 2003

Timely applications close: 5pm Tuesday 30 September 2003

Late applications close: 5pm Friday 14 November 2003

Very late applications close: 5pm Friday 12 December 2003

#### Offer dates and times

Undergraduate Round 1 offers: 9am Monday 19 January 2004

Undergraduate Round 2 offers: 12noon Thursday 5 February 2004

#### Overseas addresses

Students are advised to list an Australian local address. Correspondence requiring action that is mailed to an overseas address cannot be guaranteed to reach applicants within the prescribed period of time.

#### Password and PINs

When you apply through VTAC, your PIN will be allocated at the end of the process (Infonet) or is available at the bottom of the Application Form.

When you apply, you will have an additional option of choosing a six character alphabetic password. You can choose a password during the application process only. This password will have two functions:

- Provide extra security in addition to your PIN.
- If you forget your PIN, you will need to know your password to be able to quickly obtain your PIN through VTAC.

Obtaining a forgotten PIN without a password involves a lengthy procedure, and you may not be able to afford this time, e.g. Change of preference.

If you do lose your PIN and don't remember your password, or you forget your password, you will have to complete a Request for PIN/Password form, available from [www.vtac.edu.au](http://www.vtac.edu.au)

#### Application for Irregular Offer

Irregular offers are designed to give applicants a last chance to reconsider their courses. The Application for Irregular Offer form can be downloaded from the VTAC website. If you do not have Internet access, telephone VTAC and alternative arrangements for obtaining the form will be made.

Submit only one Application for Irregular Offer form after Friday 30 January 2004. Submitting more than one Application for Irregular Offer form (having two forms active at the same time) cancels out the requests you are trying to achieve via these forms.

For further information about the Irregular Offer process refer, to pages 16 (current year 12 section) or 24 (non-year 12 section) of the VTAC Guide 2004.

### Current Year 12 students (only)

#### Costs

Timely applications: \$16.50 (Infonet) and 82.5 cents per minute (Infoline) (inc. GST)

Late applications: \$49.50 (Infonet) and \$5.50 cents per minute (Infoline) (inc. GST)

Very late applications: \$68.00 (Infonet only) (inc. GST)

#### Offers

Round 1 offers accept/reject/defer: 19 January 2004 (9am) – 23 January 2004 (12noon). In mail/press: 19 January 2004

Round 2 offers accept/reject/defer: 5 February 2004 (12noon) – 10 February 2004 (12noon). In mail/press: 6 February 2004

Round 3 offers: 19 February 2004 (12noon) – 23 February 2004 (5pm) (listen/view only). In mail: 19 February 2004

### International Students

International students studying in Victoria are eligible to apply for most university courses through VTAC. International students must apply using course codes ending in '3'. This process ensures that international students studying Year 12 in Victoria do not receive an offer (set aside for residents), only to find at the time of enrolment that they are not eligible to enrol.

Collecting this information over the years has been problematic and is further complicated by the variation in definitions of an international student between state and federal governments. Tertiary institutions are bound by the policies of the Federal Government. Therefore, for the purpose of tertiary admission, an international student is defined as someone who is:

- Not an Australian citizen or permanent resident
- Not a New Zealand citizen
- Waiting for a permanent residence visa (including temporary visa, refugees and asylum seekers)
- Here studying under a (parent's) business/diplomatic visa.

Schools were contacted in May and again in July outlining the process of registration of International students for 2004. This process closed at 12noon on Wednesday 16 July 2003. If you or your school have any questions pertaining to this arrangement please do not hesitate to contact David Osborne on 9954 3251 or Suzanne Connelly on 9954 3249.

International students studying in states other than Victoria must apply directly to the institution of their choice – not through VTAC.

#### Offers

International VCE and International IB (Vic only): 12noon Thursday 8 January 2004

## New Courses and Codes not in the VTAC Guide 2004

### Bendigo Regional Institute of TAFE (BRIT)

- **Music Industry (Technical Production)**

BRIT, Bendigo: 63131

**Title and length:**

Certificate IV in Music Industry (Technical Production): FTI

Theory and practice of studio recording, live sound recording and sound reinforcement. Courses provide a wide range of knowledge and skills applicable to a range of careers in sound production within the specialised recording and live entertainment industry.

**Prerequisites:** There are no prerequisite studies.

**Selection mode:** Supplementary Application form, interview.

**Course structure:** Theoretical study and practical application with a strong industry focus relevant to sound production.

**Extra requirements:** All applicants must return a completed Supplementary Application form by Friday 24 October. Obtain this by sending a stamped self-addressed envelope to Music Industry Skills Department, BRIT, PO Box 170, Bendigo VIC 3552. Telephone (03) 5434 1579. Applicants will be contacted by mail regarding attendance at a briefing session in late November or early December and an interview in early December for which they must be available. BRIT will not accept late applications except by Change of Preference.

### Monash University

- **Arts/Business and Commerce**

Monash Uni, Peninsula: 29061 (HECS), 29062 (Fee), 29063 (O/S Fee)

**Title and length:**

Bachelor of Arts/Bachelor of Business and Commerce: FT4, PTA (Day).

**Prerequisites:** Units 1 and 2 – any two units from general mathematics and/or mathematical methods, or completion of the Open Learning Bridging Unit UNL31 Introductory Mathematics. Units 3 and 4 – a study score of at least 25 in English (any).

**Selection mode:** CY12: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: The entire academic record including GPA will be considered, VTAC Pi form.

**Middle-band:** Completing any of classical societies and cultures, geography, history (any), international studies, literature, LOTE (any) or political studies = an ENTER 2 points higher per study to a maximum 6 points.

**Extra requirements:** NONY12 must complete the VTAC Pi form.

**Course structure:** Arts: a major (eight subjects in a discipline), a minor (four subjects in a discipline) and at least an additional four subjects in supporting arts studies. Business: six compulsory core subjects, a major (eight subjects) and an additional four subjects from any business discipline.

**Major studies:** As for Arts and Business and Commerce.

### Vnews

**Subscribe to VTAC's V-newsletter and stay informed.**

The V-newsletter is an electronic version of the VTAC Bulletin, which is sent via e-mail to an e-mail address nominated by you when you subscribe. Vnews will reach you before your hardcopy Bulletin. Again, Vnews is free, and may be subscribed to from the link at: [www.vtac.edu.au](http://www.vtac.edu.au)

## Medicine bonded places

The Federal Government has advised all schools of medicine across Australia that approximately 20% of HECS places must be set aside as bonded places. This change directly affects applicants applying to Monash University, The University of Melbourne and The University of Tasmania.

Now students have the opportunity to apply for a HECS based place and/or HECS bonded place.

By indicating a preference for a HECS bonded place, upon accepting an offer, the student will be required to sign a contract. While the contract and conditions have yet to be finalised by the Federal Government, in short, students will be giving permission for the government to require them, at the end of their training, to practise in a designated area of need.

Please note, this information is correct at the time of print. If the program does not proceed and a student has applied for a HECS bonded course code they will not be disadvantaged.

### Monash University (Clayton)

- **Medicine/Surgery**

Monash Uni, Clayton: 28691 (HECS bonded)

All prerequisite, selection mode, middle-band, extra requirements and course data Medicine/Surgery statements apply to the new HECS bonded course code.

Additionally, students are advised that the Faculty of Medicine at Monash University will write to all applicants in October to advise them if they have been selected for an interview.

Applicants not selected for an interview and who have not applied for the 'Dean's Rural List' (contact Monash University Faculty of Medicine) are advised to remove Monash Medicine/Surgery from their list of course preferences at Change of Preference in December.

Students applying for the Monash Dean's Rural List, will be notified in mid November as to their success in gaining an interview – again, if you have not been selected for an interview you are advised to remove Monash Medicine/Surgery from your list of course preferences.

Further information about the HECS bonded places will be available at the Monash University Open Day on Sunday 3 August 2003 – (Clayton only).

### The University of Melbourne (Parkville)

- **Medicine/Surgery/Medical Science**

Uni of Melbourne, Parkville: 38111 (HECS bonded)

All prerequisite, selection mode, middle-band, extra requirements and course data Medicine/Surgery/Medical Science statements apply to the new HECS bonded course code.

Further information about the HECS bonded places will be available at The University of Melbourne Discovery Day: Sunday 17 August 2003.

### The University of Tasmania

- **Medicine/Surgery**

Uni of Tas, Sandy Bay (Hobart): 48041 (HECS bonded)

All prerequisite, selection mode, middle-band, extra requirements and course data Medicine/Surgery statements apply to the new HECS bonded course code.

Additionally, students are advised that the School of Medicine at The University of Tasmania will write to all applicants who have applied for course code 48041 in November to advise them as to whether or not they have been short-listed for selection. Applicants not short-listed are advised to remove this course code at Change of Preference.

## Amendments to VTAC Guide

VTAC wishes to advise that since the publication of the VTAC Guide, institutions have made the following changes to their course information:

### Deakin University

- **Teaching (Secondary)/Health Sciences**  
14131 (HECS), 14132 (FEE), 14133 (Int. FEE)

**Old Title:** The Bachelor of Teaching (Secondary)/Bachelor of Applied Science (Health Sciences)

**New Title:** Bachelor of Teaching (Secondary)/Bachelor of Health Sciences

- **Arts/Health Sciences**  
14071 (HECS), 14072 (Fee), 14073 (Int. Fee)

**Old Title:** Bachelor of Arts/Bachelor of Applied Science (Health Sciences)

**New Title:** Bachelor of Arts/Bachelor of Health Sciences

- **Health Sciences**  
14301 (HECS), 14302 (Fee), 14303 (Int.Fee)

**Old Title:** Bachelor of Applied Science (Health Sciences)

**New Title:** Bachelor of Health Sciences

### Prerequisite English Minimum Study Score

Deakin University wishes to advise applicants that, unless otherwise specified, the minimum study score required for Units 3 and 4: English (any) is 20.

### La Trobe University

- **Medical Science**  
21721 (HECS), 21723 (Int. Fee)

**Old Title:** Bachelor of Science (Medical Science)

**New Title:** Bachelor of Medical Science

## Amendments to VICTER 2005

### ACU National

- **Bachelor of Arts/Bachelor of Music**
- **Bachelor of Visual Arts**
- **Bachelor of Music**
- **Bachelor of Business**
- **Bachelor of Information Technology**
- **Bachelor of Business/Bachelor of Information Technology**  
**New prerequisite:** Units 3 and 4 – a study score of at least 25 in English (any).
- **Arts/Business (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematics (any).
- **Arts/Music (Melbourne)**  
**New prerequisites:** Units 3 and 4 – music performance: solo (pipe organ, piano, harpsichord or voice) or AMEB Grade 6 or higher (pipe organ, piano, harpsichord or voice), and a study score of at least 25 in English (any).
- **Business (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematics (any).
- **Business/Information Systems (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematics (any).

- **Music (Melbourne)**  
**New prerequisites:** Units 3 and 4 – music performance: solo (pipe organ, piano, harpsichord or voice) or AMEB Grade 6 or higher (pipe organ, piano, harpsichord or voice), and a study score of at least 25 in English (any).
- **Visual Arts and Design (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in English (any) and in one of art, studio arts, or visual communication and design.
- **Nursing/Arts (Melbourne)**  
**New prerequisites:** Units 1 and 2 – one of mathematics (any), Units 3 and 4 a study score of at least 25 in English (any) and at least one of Biology, Health and Human Development, Psychology, Physical Education, Physics or Chemistry.

### Deakin University

- **Teaching (Secondary)/Health Sciences**  
**Old Title:** Bachelor of Teaching (Secondary)/Bachelor of Applied Science (Health Sciences)  
**New Title:** Bachelor of Teaching (Secondary)/Bachelor of Health Sciences
- **Arts/Health Sciences**  
**Old Title:** Bachelor of Arts/Bachelor of Applied Science (Health Sciences)  
**New Title:** Bachelor of Arts/Bachelor of Health Sciences
- **Health Sciences**  
**Old Title:** Bachelor of Applied Science (Health Sciences)  
**New Title:** Bachelor of Health Sciences

### Prerequisite English Minimum Study Score

Deakin University wishes to advise applicants, that unless otherwise specified, the minimum study score required for Units 3 and 4: English (any) is 20.

### La Trobe University

- **Science Honours Program**  
**New Prerequisite statement:** A minimum ENTER of 95.00. Units 3 and 4-a study score of at least 30 in English (any), and a study score of at least 40 in two of chemistry, physics, mathematical methods or specialist mathematics.
- **Medical Science**  
**Old Title:** Bachelor of Science (Medical Science)  
**New Title:** Bachelor of Medical Science

### The University of Melbourne

- **Education-Primary**  
**New Middle-band statement:** Re-ranking based on the level of performance in external examinations in English (any).
- **Early Childhood Education**  
**New Middle-band statement:** Re-ranking based on the level of performance in external examinations in English (any).
- **Horticulture**  
**New Prerequisite statement:** Units 3 and 4 – a study score of at least 25 in English (any).  
**New Middle-band statement:** Completion of Units 3 and 4 mathematics = an ENTER 3 points higher. Consideration will also be given to relevant work experience.
- **Agriculture (at Dookie)**  
**New prerequisite statement:** Units 1 and 2 – general mathematics or mathematical methods. Units 3 and 4 – a study score of at least 25 in English (any).  
**New Middle-band statement:** Completion of Units 3 and 4 mathematics (any) = an ENTER 3 points higher. Consideration will also be given to relevant work experience.

## Amendments to VICTER 2006

### ACU National

- **Arts/Music**
- **Visual Arts**
- **Music**
- **Business**
- **Information Technology**
- **Business/Information Technology**  
**New prerequisite:** Units 3 and 4 – a study score of at least 25 in English (any).
- **Arts/Business (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematics (any).
- **Arts/Music (Melbourne)**  
**New prerequisites:** Units 3 and 4 – music performance: solo (pipe organ, piano, harpsichord or voice) or AMEB Grade 6 or higher (pipe organ, piano, harpsichord or voice), and a study score of at least 25 in English (any).
- **Business (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematics (any).
- **Business/Information Systems (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in each of English (any) and mathematics (any).
- **Music (Melbourne)**  
**New prerequisites:** Units 3 and 4 – music performance: solo (pipe organ, piano, harpsichord or voice) or AMEB Grade 6 or higher (pipe organ, piano, harpsichord or voice), and a study score of at least 25 in English (any).
- **Visual Arts and Design (Melbourne)**  
**New prerequisites:** Units 3 and 4 – a study score of at least 25 in English (any) and in one of art, studio arts, or visual communication and design.
- **Nursing/Arts (Melbourne)**  
**New prerequisites:** Units 1 and 2 – one of mathematics (any), Units 3 and 4 – a study score of at least 25 in English (any) and at least one of Biology, Health and Human Development, Psychology, Physical Education, Physics or Chemistry.

### Deakin University

- **Teaching (Secondary)/Health Sciences**  
**I4131 (HECS), I4132 (FEE), I4133 (Int. FEE)**  
**Old Title:** Bachelor of Teaching (Secondary)/Bachelor of Applied Science (Health Sciences)  
**New Title:** Bachelor of Teaching (Secondary)/Bachelor of Health Sciences
- **Arts/Health Sciences**  
**I4071 (HECS), I4072 (Fee), I4073 (Int Fee)**  
**Old Title:** Bachelor of Arts/Bachelor of Applied Science (Health Sciences)  
**New Title:** Bachelor of Arts/Bachelor of Health Sciences
- **Health Sciences**  
**I4301 (HECS), I4302 (Fee), I4303 (Int.Fee)**  
**Old Title:** Bachelor of Applied Science (Health Sciences)  
**New Title:** Bachelor of Health Sciences

### Prerequisite English Minimum Study Score

Deakin University wishes to advise applicants, that unless otherwise specified, the minimum study score required for Units 3 and 4: English (any) is 20.

## New VET Studies 2004

The following two courses will have scored assessments in 2004. Therefore in order for a student to obtain credit towards their ENTER the assessment must be undertaken, no VET increment will apply.

- **Equine Industry**
- **Music (including Music Industry-Technical Production)**

## Cancelled Courses 2004

### Monash University

- **Art & Design (Deans Scholars Program)**  
**28891 (HECS), 28892 (Fee), 28893 (Int. Fee)**
- **Digital Systems**  
**28151 (HECS), 28152 (Fee), 28153 (Int. Fee)**



## Technical specifications

### (A) PC users

#### Hardware

- Pentium desktop PC
- Network card
- 64Mb memory
- 50Mb of free hard disk space
- 15 inch high resolution colour monitor
- Connection to internet through an Internet Service Provider by WAN or a 56Kb modem
- A desktop laser printer with 600dpi

#### Software

- Windows 95/NT or above
- Standard TCP/IP protocol
- Internet Explorer (IE) version 5.0+ or Netscape version 7.0 or above
- Any spreadsheet software

### (B) Macintosh users

#### Hardware

- PowerPC
- Network card
- 64Mb memory with virtual memory on and set to at least 44MB
- 50Mb of free hard disk space
- 15 inch high resolution colour monitor
- Connection to internet through an Internet Service Provider by WAN or a 56Kb modem
- A desktop laser printer with 600dpi

#### Software

- PowerPC processor
- Mac OS 8.6 or later
- Macintosh Runtime for Java (MRJ) version 2.2.4 or later
- Standard TCP/IP protocol
- Internet Explorer (IE) version 5.0+ or Netscape version 6.0 or above
- Any spreadsheet software

## CourseLink Data Schedule

	Year 11 Data (Loaded)
	Year 12 Data (Loaded)
2pm 3 October	Preferences File
2pm 18 November	Preferences File Late
4pm 14 December	ENTER File
2pm 6 January	ENTER File IB
2pm 7 January	Change Preferences File
2pm 8 January	International Offers
8am 19 January	First Round Offers
2pm 28 January	First Round Acceptances
11am 5 February	Second Round Offers
2pm 11 February	Second Round Acceptances
12noon 19 February	Third Round Offers

## VTAC Guide 2004: Distribution



### Distribution of the VTAC Guide 2004

Copies of the VTAC Guide 2004 are available from all Victorian and major interstate newsagents from 21 July for \$9.90 rrp (inc. GST). The VTAC Guide 2004 is also available from the VTAC website at [www.vtac.edu.au](http://www.vtac.edu.au). For those schools wanting to order single or multiple copies from your local newsagent you will need to quote:

**Distributor:** Gordon and Gotch

**Reference Code:** 080944

For detailed publications and distribution schedule refer to the schools section on the VTAC website.

# VTAC Briefing Sessions

## Metropolitan

### New Careers Teacher briefings

<b>Monday 21 July</b>	VTAC Conference Centre 40 Park Street South Melbourne	10am–2.30pm
<b>Tuesday 22 July</b>	VTAC Conference Centre (Both AM & PM)	9.30am–11.30am 1pm–3pm
<b>Wednesday 23 July</b>	VTAC Conference Centre	9.30am–11.30am 1pm–3pm
<b>Thursday 24 July</b>	VTAC Conference Centre	9.30am–11.30am (AM ONLY) 1pm–3pm

All Metropolitan sessions will be capped at 60 Teachers

A number of the VTAC Briefing Sessions are now full. The only one that may be cancelled is the session at Swan Hill, where currently only one person has registered. The minimum number of participants to activate a session is seven. Unless the Swan Hill session participation rates increase, this session will be cancelled and the one registered participant will be contacted and asked to attend another session. The booking form will remain open until **12noon Friday 18 July 2003**.

## Agenda:

**Please note:** Representatives from the Victorian Curriculum Assessment Authority will be attending most briefing sessions to further explain their new policy for Special Provision.

- Initiatives and changes for 2004
- CPMs (what are they and how will they be used)
- VCAA Special Provision/Exam Scores – VCAA speaker
- VET in schools/changes
- CourseLink updates/amendments

## Regional

<b>Tuesday 22 July</b> Morwell	Monash Gippsland School of Computing & Information Technology Conference Room 4N251	1pm–3pm
<b>Wednesday 23 July</b> Bairnsdale	East Gippsland TAFE Room 201A (Auditorium)	10.30am–12.30pm
<b>Monday 28 July</b> Ballarat	University of Ballarat Brewery Theatre Lydiard Street, South Ballarat	1pm–3pm
<b>Monday 28 July</b> Geelong	Clonard College Auditorium 225 Church Street Geelong West	1pm–3pm
<b>Tuesday 29 July</b> Bendigo	La Trobe University Faculty Board Room BUS1.29 Enter via Gate 4, 3, 2 Edwards Road Flora Hill. Parking Restrictions apply	1pm–3pm
<b>Tuesday 29 July</b> Warrnambool	Warrnambool College Auditorium Grafton Road	1pm–3pm
<b>Wednesday 30 July</b> Shepparton	Notre Dame College 139 Knight Street, Shepparton Starkey Hall	1pm–3pm
<b>Thursday 31 July</b> Mildura	Mildura Senior SC Library Resource Centre Deakin Avenue, Mildura	12pm–2pm
<b>Thursday 31 July</b> Albury Wodonga	La Trobe University Small Lecture Theatre Parkers Road	1pm–3pm
<b>Friday 1 August</b> Swan Hill	Sunraysia TAFE Room 3, 226 Beveridge Street Swan Hill	10am–12pm
<b>Thursday 21 August</b> Horsham	University of Ballarat Auditorium Horsham Campus Baillie Street Horsham	1pm–3pm

## Non Year 12 Applicants

Apply via the VTAC Infonet at [www.vtac.edu.au](http://www.vtac.edu.au) (\$25.00 (inc. GST) once off fee for timely applicants).

- The application number and PIN will be allocated at the end of the process and applicants are encouraged to print this acknowledgment and retain it for their records.

The VTAC Application Form 2004 has a \$35.00 (inc GST) processing fee for timely applicants.

- The application number and PIN is contained on the application form submitted to VTAC. To obtain a record of the details, applicants are required to remove their ready reference card, at the bottom of the application form.
- Payments must be made at any Australia Post office or agency by cash or cheque or via the POSTbillpay telephone or online services using a credit card before lodging the form.
- Applicants will be able to access their application details via the VTAC Infoline or VTAC Infonet three working days after VTAC has received the application and payment.
- Details about the appropriate change of preference periods are outlined in the VTAC Guide 2004 or at [www.vtac.edu.au](http://www.vtac.edu.au).
- Non-Year 12 Applicants who miss the designated change of preference period, can change their preferences via the website between 8 December (9am) – 22 December (11am).
- Changing preferences will replace your initial application preferences although any offers made in the Early Round will still stand.

### Non-Year 12 applicants (only)

#### Costs

Timely applications: \$25.00 (Infonet) and \$35.00 (Application Form) (inc. GST)

Late applications: \$57.00 (Infonet) and \$67.00 (Application Form) (inc. GST)

Very late applications: \$68.00 (Infonet only) and \$78.00 (Application Form) (inc. GST)

#### Offers

Round 1 offers accept/reject/defer: 19 January 2004 (9am) – 23 January 2004 (12noon). In mail/press: 19 January 2004

Round 2 offers accept/reject/defer: 5 February 2004 (12noon) – 10 February 2004 (12noon). In mail/press: 6 February 2004

Round 3 offers: 19 February 2004 (12noon) – 23 February 2004 (5pm) (listen/view only). In mail: 19 February 2004



## TO STUDY IN 2004?

### Free tertiary seminar for adults returning to study

VTAC in conjunction with participating institutions is running a FREE evening seminar to give you the opportunity to have your questions answered.

#### Topics will include:

- 2003 Schedule
- Tertiary Seminars for adults returning to study
- Options for tertiary study
- Who, what, when and where to go for information
- Application – the myths and realities
- Application Form and Infonet
- Tertiary selection, interviews and procedures

#### METROPOLITAN MELBOURNE

#### RMIT University (Storey Hall)

342 – 348 Swanston Street, Melbourne

26 August, 6.00pm to 8.30pm

(seminar starts 7.00pm)

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**Dear Careers Teacher,**

**Would you please ensure that a copy of this document is provided to all staff accessing the password protected component of VTAC CourseLink.** (This is information only. Schools do not need to take any action.)

### **Victorian Tertiary Admissions Centre**

You are advised that VTAC is going to upgrade its security on the VTAC CourseLink system by using secure Internet software with effect from August 2003. For detailed information, please read the following sections:

#### **Secure Session**

A **secure-CourseLink** 'secure session' is the transmission of information between the VTAC CourseLink user and VTAC CourseLink systems using strong encryption to protect the information. A new session is established each time school personnel access the password protected component of VTAC CourseLink.

#### **How is the session key established?**

When a new session is being established, a new session key is randomly generated.

Once the encrypted key is received by the VTAC CourseLink system, it is then decrypted by VTAC's private key, and used as the encryption key for the session. Additionally, a new session ID is generated and a timer is started.

The session ID is used to ensure that a session cannot be replayed.

When a session expires, **secure-CourseLink** will disconnect from the VTAC web server. When next attempting to access the VTAC CourseLink system, **secure-CourseLink** reconnects and a new secure session is established. No school password interaction or student data information is transported on the Internet without being protected by a secure session.

Users should end the **secure-CourseLink** session (by clicking on the **logout** link) if leaving your computer unattended, to ensure others cannot use the session to access your information.

#### **How is a session key used?**

Once a key has been established for a session, it is used to encrypt all CourseLink user and student data flowing between school personnel and the VTAC CourseLink system. This includes your user ID, password and student details.

In this way, user IDs, passwords and student data are protected from misuse due to someone monitoring information distributed between users and VTAC's web server.

Of course, if school personnel choose to save information to a hard disk (or even floppy disk), they are responsible for ensuring the information is not misused.

When the **secure-CourseLink** session is completed, or the session expires, the session key is destroyed. A new session key is randomly generated for each new session to prevent anyone guessing a session key and monitoring future access of authorised users' data.

#### **Why do users receive a security warning saying 'the name on the security certificate is invalid or does not match the name of the site' when trying to access the VTAC CourseLink system?**

The security warning received when attempting to access the VTAC CourseLink system is a result of the browser, operating system and security setting combination residing on PCs. VTAC uses its own digital certificates to ensure the connection with VTAC's web server is protected.

Please click '**yes**' whenever you receive a security warning message.

#### **Technical requirements**

The VTAC CourseLink system is available to both Apple Macintosh® users and Microsoft Windows® users.

If using a Netscape browser, Netscape Communicator Version 7.2 is recommended. If you running Windows 95/98 or Windows NT 4.0, installing Internet Explorer Version 5.5 (Service Pack 2) upgrades computers to 128-bit encryption with the latest security updates from [www.microsoft.com/downloads](http://www.microsoft.com/downloads).

To access the VTAC CourseLink system, ensure the appropriate hardware and software is available. The recommended minimum specifications have been re-published in the July edition of the VTAC Bulletin.