

VTAC Switchboard General enquiries: 1300 364 133

VTAC Website and Infonet: www.vtac.edu.au

VTAC Infoline: 1902 241 114 @ 82.5c per min

VTAC Lateline: 1902 210 145 @ \$5.50 per min (28 Sept – 16 Nov)

July 2002 • Issue 4

CONTENTS

| | |
|---|---|
| VTAC Privacy Statements | 1 |
| VTAC S Form and Consideration of Disadvantage | 2 |
| SMS – VCE Results, ENTER and Offers | 2 |
| VCAL | 2 |
| Year 12 Students in brief | 2 |
| VICTER 2004 | 3 |
| VICTER 2005 | 3 |
| VTAC Guide 2003 | |
| New Courses through VTAC 2003 | 3 |
| Cancelled Courses 2003 | 4 |
| Amendments 2003 | 4 |
| VTAC Teacher/Advisor Briefing Sessions | 5 |
| VTAC CourseLink | 6 |
| Non Year 12 Applicants | 8 |

VTAC privacy statements

Year 12 student information

As part of the establishment of the VTAC prospective applicant file and VTAC CourseLink, the Victorian Tertiary Admissions Centre (VTAC) has collected the personal information from the Victorian Curriculum and Assessment Authority of

- (i) students undertaking one or more VCE units of study; and
- (ii) International Baccalaureate (IB) students undertaking the General Achievement Test.

Additionally, as the year progresses VTAC will collect and/or develop

- (i) student course preference data;
- (ii) the ENTER (including notional) and estimated data; and
- (iii) student offer data.

This data will be sent to schools for the primary purpose of student counselling, and the secondary purpose of information provision for school-based statistical and data reports

Applicant statement

At VTAC we believe an individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal and application information.

For further information about how we collect and use your information, who will use and have access to your information and what procedures we have put in place to ensure security of your information and your access to your information refer to page III (front section) of the VTAC Guide 2003.

Alternatively you can contact the Privacy Officer at privacy@vtac.edu.au or write to the Privacy Officer, C/- VTAC 40 Park Street, South Melbourne 3205.

Privacy statement and VTAC guidelines for the distribution of student data to secondary schools

A policy outlining the following information is available under the schools section of the VTAC website at www.vtac.edu.au. A copy of the agreement will shortly be mailed to all Victorian Secondary Schools.

If your school does not agree to the policies and procedures outlined in the statement, the principal must immediately contact the VTAC privacy officer in writing at 40 Park Street, South Melbourne 3205 or privacy@vtac.edu.au.

NEW COURSES THROUGH VTAC:

Courses below are not listed in the VTAC Guide 2003, however, they will be available for 2003 entry through VTAC.

■ Box Hill Institute of TAFE

Engineering–Jewellery (see page 3 for course details)

■ La Trobe University

Health Information Management/Health Sciences (see page 3 for course details)

VTAC S Form and Consideration of Disadvantage

At the March 2002 meeting of the VTAC Management Committee, members agreed to supply students eligible for an estimated ENTER with the data via the 2002 VCE Results and ENTER Service. It is anticipated that the estimated ENTER will be available prior to the close of change of preference. A date is yet to be determined.

To further assist students in this process, it was agreed that institutions would ensure that their policies pertaining to the use of the estimated ENTERs during selection be published on the VTAC website from October 2002. These changes, along with ensuring the integrity of the data, have resulted in a joint review and clarification of the VTAC S Form and VCAA Consideration of Disadvantage processes. The results of this review, will be discussed in detail at the upcoming Teachers Briefings. However in short:

1. VCAA will be issuing guidelines to schools as to what constitutes a low, medium and severe disadvantage to a student.
2. Both VTAC and the VCAA will conduct joint information seminars for principals across each educational region to discuss revised school responsibilities in relation to VTAC S Form data.
3. Institutions will publish their policy with regard to the use of estimated ENTERs on the VTAC website from late October 2002.
4. The VTAC S Form will be divided into two sections. The first covering students granted Consideration of Disadvantage by their schools, the second for other relevant information, not necessarily associated with the Consideration of Disadvantage process.
 - 4.1 Students granted consideration of disadvantage **MUST** complete a VTAC S Form and submit it to VTAC for consideration by course authorities.
 - 4.2 The VTAC S Form **must** be ratified by the school principal **and** careers teacher or VCE coordinator.
 - 4.3 The school will be required to include more detailed information on the VTAC S Form in support of the student's claim.
 - 4.4 VTAC will be issuing schools with multiple copies of the VTAC S Form (late August).
5. VTAC will make the estimated ENTERs available to students prior to the close of change of preference, via the online 2002 VCE Results and ENTER Service. Simultaneously estimated data will be forwarded to secondary schools via the VTAC CourseLink program.
6. Students will be sent written confirmation of their estimated ENTERs, ENTER subject scores and aggregate, after change of preference, in middle to late January 2003.

Further detailed information is available from the insert contained within.

SMS – VCE Results, ENTER and offers

VCE Results and ENTER

In 2002 students will be able to have their VCE results and ENTER sent via SMS (Short Messaging Service) direct to their mobile telephone. This new feature of the 2002 VCE Results and ENTER Service is in addition to the telephone and Internet access features on offer in previous years. Students will have the option of receiving their ENTER only, or both their ENTER and VCE results via SMS. Students will be able to register from 26 August. For registration details refer to page 18 of the VTAC Guide 2003.

Offers

For the upcoming application and selection process, all applicants will be able to register to receive their offer via a SMS message sent directly to their mobile telephone. Offers will be sent from 9pm on Sunday 19 January 2003. There is a once off registration fee of \$1.10. You only have to register once to be eligible to receive an offer message in the Early Round (Non-Year 12 Applicants only), Round 1 offers (all applicants) and Round 2 offers (all applicants). You can register from 26 August. For further details refer to page 9 of the VTAC Guide (Current Year 12 Students) or page 19 of the VTAC Guide (Non-Year 12 Applicants).

VCAL

Schools with students studying the VCAL who want to apply for a tertiary course through VTAC should contact David Osborne on (03) 9954 3251 to ensure they are registered with VTAC as a current Year 12 student.

Year 12 Students in brief...

- Year 12 students studying in Australia must apply through the VTAC Infonet (a once-off fee of \$16.50 inc. GST) at www.vtac.edu.au or VTAC Infoline 1902 241 114 (at 82.5 cents per minute).
- Students applying on the VTAC Infoline who decide to change their preferences on the VTAC Infonet will incur a once-off fee of \$11.00 (inc. GST).
- Students will be able to access their application on either the VTAC Infoline or VTAC Infonet three working days after lodgement.
- Each student's initial PIN is made up of the first four digits of their birth date. You will be required to change your PIN when you apply.
- For extra security, students who apply on the VTAC Infonet can activate an optional password. See page 17 of the VTAC Guide 2003.
- Students studying a non-standard year 12 (e.g. Foundation Year Program) must apply using the VTAC Infonet or the VTAC Application Form 2003.

International Students

- **Notification of Residency Status:** By now all Victorian Schools should have identified their International students and returned the information to VTAC. If this information has not been finalised contact David Osborne on (03) 9954 3251. If a student is not appropriately registered through VTAC it may jeopardise the student's application. Schools submitting this data late will be subject to an administrative fee of \$33.
- An international student is one that is studying the VCE or its equivalent in Victoria and:
 - does not have Australian citizenship; or
 - does not have permanent residency status; or
 - is here on a business visa only; or
 - is here under refugee status.
- International students studying in Victoria must use course codes ending in '3'. When residency has been granted, students are advised to contact their school and VTAC immediately. Once formally notified, VTAC will transfer students across to the residency database and their course codes will be converted to HECS/TAFE government codes ending in '1'.
- **Overseas addresses:** Students are advised to list an Australian local address. Otherwise, correspondence requiring action cannot be guaranteed to reach applicants within the prescribed period of time.
- International students studying in states other than Victoria must apply directly to the institution of their choice – not through VTAC.

VCE Parents!



- Confused about the VTAC application process?
- Like to know more about the ENTER?
- Like to provide the right advice to your children?
- Find out about applying for tertiary study and what to expect.

Representatives from TAFEs, universities, other providers and HECS will join VTAC to answer your questions.

RMIT University (Storey Hall),
342–348 Swanston Street, Melbourne on
Wednesday 4 September
from 6.30pm to 8.30pm (seminar starts 7pm).

VICTER 2004

Amendments

RMIT University

1. Title changed:

from **Business (Bairnsdale)**
To **Commerce (Bairnsdale) (p. 45)**

2. Course cancelled:

**Human Resource Management
and Design (p.44)**

VICTER 2005

Reference copies of the VICTER have been distributed to secondary schools. Additional copies can be printed from the VTAC website and will be available from both the Herald Sun and The Age on Tuesday 23 July 2002.

As a companion to the VICTER 2005, VTAC has also produced a small booklet for every Year 10 student. 'Choice!' will be available in schools from the end of July and should be used in conjunction with VICTER 2005.

All information pertaining to the VICTER publication is also available to students and teachers via the VTAC CourseLink program. Just log onto the VTAC website at www.vtac.edu.au and follow the prompts.

Amendments

Deakin University

■ Teaching – Primary

(Melbourne, Geelong, Warrnambool)

Prerequisites: Units 1, 2, 3 or 4—two units of mathematics (any). Units 3 and 4— a study score of at least 25 in English (any).

■ Professional Writing (Melbourne)

Middle-band: Completing any of art, classical societies and cultures, geography, history (any), international studies, literature, LOTE (any) or political studies = an ENTER 1 point higher per study, to a maximum 3 points.

RMIT University

■ Business, Bairnsdale

from: **Business (Bairnsdale)**
to: **Commerce (Bairnsdale) (p. 46)**

Choice!

This booklet has been prepared for current Year 10 students and addresses some of the myths surrounding VCE study selection. Free copies of the booklet will be available in all secondary schools (with Year 10 students) from the end of July 2002.

ABC of Applying

Is designed for parents of VCE students. It aims to demystify the VTAC application and selection process. Copies of the free booklet have been distributed to all Victorian secondary schools. Additional copies are available from the Library of the VTAC Website. If by the end of July you have not received your copies of the booklet, contact Dominic Miller on (03) 9954 3250.

VTAC Website

The VTAC website and Infonet will be activated from 9am on Monday 22 July 2002 .

Key changes

- The VTAC website now features a word search function, a site map, and 'Quick Link!' pages to make it quicker and easier to find the information you want.
- Most VTAC forms are now available to download and print direct from the website.
- Course prerequisites for VICTER 2004 and VICTER 2005 will also be available in the course search function.
- VTAC's Privacy Policy is available on the web site.

Infonet

The VTAC Infonet now features an optional security password to keep application details secure.

Payment can now be made online or over the telephone using Australia Post's POSTbillpay service.

The VTAC library

The VTAC library is located at www.vtac.edu.au. To access all publications, simply click on the Library icon and select the publication that best suits your needs.

VTAC e-newsletter

Is activated from Monday 22 July 2002. To receive your personalised VTAC Bulletin direct to your e-mail address, log onto the VTAC website at www.vtac.edu.au and register your details. Information includes cancelled courses, general information and any changes to course information.

VTAC Guide 2003

New Courses through VTAC

Box Hill Institute of TAFE

The following courses will be part of the VTAC application system. While it is not in the VTAC Guide details are available on page 360 of the VTAC Guide 2003 and on the VTAC website at www.vtac.edu.au

■ Engineering—Jewellery

Box Hill, Box Hill: 51561

Title and length:

Advanced Diploma of Engineering Technology (Jewellery): FT2.

Focuses on the design and manufacturing aspects of jewellery with a major emphasis on the current trends of jewellery design and manufacture.

Prerequisites: There are no prerequisite studies.

Selection mode: Folio (2D and 3D), interview, Supplementary Application form.

Extra requirements:

Course structure: Thirty nationally-recognised modules aligned to the engineering and jewellery fields.

Major study areas: Design (3D), Drawing, Engineering (manufacturing), Engineering (metallurgical), Management, Materials science, Metallurgy, Metals and jewellery, Photography, Product development, Quality control.

La Trobe University

■ Health Information Management/Health Sciences

La Trobe, Bundoora: 21961 (HECS),
21963 (Int. Fee)

Title and length:

Bachelor of Health Information Management/
Bachelor of Health Sciences: FT4.5, PTA.

Provides students with the opportunity to combine a background in general health sciences, specifically public health or human biosciences, with specialised instruction in health information management

Prerequisites: Units 3 and 4—a study score of at least 25 in English (any) and a study score of at least 20 in one of biology, chemistry, physical education, physics or mathematics (any).

Selection mode: CY12: ENTER and two-stage process with a middle-band of approximately 20%. NONY12: VTAC SI form and Faculty of Health Sciences Supplementary Information form.

Middle-band: A study score of at least 20 in one of biology, information technology (any), physical education or mathematics (any) = an

VTAC Information and Publishing Services

Because of the changing face of publications the unit formerly known as Publications and Information Services is now Information and Publishing Services (IPS)

ENTER 1 point higher. Relevant paid or unpaid employment considered. CY12 submit this information on the VTAC S form to VTAC.

Extra Requirements: NONY12 must return the completed Faculty of Health Sciences Supplementary Information form, available from the course Administrative Officer, by 31 October. Receipt of form is not acknowledged unless sent by certified mail. NONY12 must also submit a VTAC SI form to VTAC.

Course Structure: Course comprises 585 credit points. Compulsory professional components in each year of the course. From second year students can specialise in major studies in human biosciences or public health. From third year students can specialise in health classification, health informatics or analysis of health data.

Major studies: As for Health Information Management and Health Sciences.

Additional Information: Applicants should obtain the course information brochure which includes details of course information sessions and Open Day. Telephone: (03) 9479 2558

Cancelled Courses 2003

RMIT University

- **Computer Science/Management**
32891 (HECS), 32893 (Int. Fee)
- **Applied Physics/Engineering – Communication**
32311 (HECS), 32312 (Fee), 32313 (Int. Fee)

Victoria University

- **Physical Education and Physics**
41281 (HECS), 41283 (Int. Fee)
- **Recreation Management/Tourism Management**
40011 (HECS), 40013 (Int. Fee)

Amendments 2003

Deakin University

Major studies change:

- **Teaching–Primary (p. 175)**
Melbourne: 14271 (HECS), 14272 (Fee), 14273 (Int. Fee)
Geelong: 15291 (HECS), 15292 (Fee), 15293 (Int. Fee)
Major Studies: **delete** Library Studies and **add** Literary Studies.

Victoria University

Award title changed for:

- **Engineering–Telecommunications Engineering (p. 308)**
Footscray Park: 40771 (HECS), 40773 (Int. Fee)
from **Bachelor of Engineering (Multimedia Telecommunications)**
To **Bachelor of Engineering (Telecommunication Engineering)**

Monash University

Minimum Tertiary Entrance Requirements

Institutional requirements

VCE: A minimum of four VCE study scores including English (any) is required. See course entries for further details and specific faculty requirements on the level of achievement in study scores.

Non-Year 12: Admission to Monash University is based on competitive selection. In order to assess, compare and differentiate between candidates, scored or graded results are required. For example: (a) numerical results; (b) graded results such as High Distinction (HD), Distinction (D), Credit (C) etc.; or A, B, C etc.

Where applicants provide assessment results in the form of pass/fail or competent/non-competent indicators only, they will not be selected.

However, where graded or scored results are not available, candidates should provide additional scored information, which may enhance selection prospects. This could include: previous Year 12 results; results of other post-secondary studies; and, as a transitional measure for entry in 2003, the results of a STAT Multiple Choice. This test is administered by VTAC (see page 29 of the Guide).

For further information on Monash University institutional requirements, consult www.adm.monash.edu.au/ssd/sarb/seladmis/

Alternative entry pathways

Applicants who have not met the minimum entrance requirements or who have failed to gain admission are encouraged to (i) undertake tertiary level studies. This may include enrolling in single units taught by Monash University, another university or through Open Learning. Successful completion of at least two single units at university level is sufficient to meet minimum undergraduate entry requirements; (2) undertake graded studies in the TAFE system at Certificate level IV and above; (3) undertake studies at Monash College. Course details are included in the 'Other Providers' section in the Guide; or (iv) apply for recognition of prior learning (RPL).

Applicants for undergraduate degree programs who have submitted a VTAC application and who have skills and knowledge gained through relevant professional development and training may be considered for entry on the basis of the recognition of their prior learning. Contact the faculty that administers the course for more details.

Meeting the minimum entry requirements does not guarantee entry to any course. The following publication includes a table by course and by faculty that will suggest ways in which applicants can increase their chance of selection and assist applicants in seeking alternative entry pathways to Monash university: www.monash.edu/pubs/return/mature-age.pdf.

Course structure change:

- **Business and Commerce/Accounting (Central Gippsland) (p. 211)**
Gippsland: 30971 (HECS), 30972 (Fee), 30973 (Int. Fee)
Course structure; **change** VTAC course code reference to Central Gippsland 'Accounting' from 55251 to **55201** on page p. 346.



Distribution of the VTAC Guide 2003

Copies of the VTAC Guide 2003 are available from all Victorian and major interstate newsagents from 22 July for \$9.90 rrp (inc. GST). The VTAC Guide 2003 is also available from the VTAC website at 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

Key notes to the VTAC Guide 2003

1. The majors index has been renamed and is definitively cross referenced with Guide entries. VTAC is delighted to announce that the majors index includes references to page numbers.
2. Current Year 12 Students are referred to throughout course entries as 'CY12'.
3. Non-Year 12 Applicants are referred to throughout course entries as 'NONY12'.
4. Part and full-time details are listed in shorthand. Example: 'full-time five years' becomes 'FT5'.
5. A key to all abbreviations has been provided at the bottom of every page containing a course entry in the VTAC Guide 2002.

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

VTAC Guide 2003 CY12 Ready Reference – amendment

Just a reminder that there are no very late applications on the VTAC Infoline, and that the cost of applying as a Very Late Applicant on the VTAC Infoline is \$68.00 (inc. GST). For Very Late applications, the Current Year 12 Ready Reference (p. 9) should therefore read:

| | Infoline | Infoline |
|--|----------|--------------------|
| Applications and closing dates: | | |
| Very late: 15 November (5pm)–13 December (5pm) (Infoline only) | N/A | \$68.00 (inc. GST) |

VTAC Teacher/Advisor Briefing Sessions

Please find following an overview of the agenda items for the upcoming July Briefings. VTAC wishes to advise schools that teachers responsible for Consideration of Disadvantage and VTAC S Form should attend the briefings, so that they get a better understanding of the new procedures and don't inadvertently jeopardise their students' tertiary applications. To register your booking, talk to your schools careers teacher to access the online registration form.

1. Guide changes
2. Privacy policy
3. Consideration of Disadvantage
4. VTAC S Form (Important changes)
5. VET in schools
6. SAT
7. CourseLink Demonstration

The New Careers Teachers sessions will also include a brief overview of the VTAC system. A reminder that for new Careers teachers (only) lunch will be provided at 12noon for both am and pm attendees.

Schedule (Metro and Regional)

| Date | Time | Region | Location |
|---------------------|--|-----------------|--|
| July | | | |
| Metropolitan | New Careers Teachers Briefings – 2 sessions – Max 40 per session. In all other metropolitan sessions, participation will be capped at 60. Registration is essential. | | |
| Monday 22 | 9am–12noon | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| | 1pm–4pm | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| Tuesday 23 | 9.30am–11.30am | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| | 1pm–3pm | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| Wednesday 24 | 9.30am–11.30am | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| | 1pm–3pm | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| Thursday 25 | 9.30am–11.30am | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| | 1pm–3pm | South Melbourne | VTAC Conference Room, 40 Park Street, South Melbourne |
| Regional | | | |
| July | | | |
| Tuesday 23 | 1pm–3pm | Bairnsdale | East Gippsland IOT, Auditorium |
| Wednesday 24 | 10.30am–12.30pm | Morwell | GREEN Inc, G1113 Module D, Northways Road, Churchill |
| Monday 29 | 1pm–3pm | Geelong | Clonard College, Auditorium, 225 Church Street, Geelong West |
| | 1pm–3pm | Ballarat | University of Ballarat, School of Mines, Brewery Theatre, South Lydiard, Ballarat |
| Tuesday 30 | 1pm–3pm | Bendigo | La Trobe University, Faculty Board Room BUS1.29, Enter via Gate 4, 3, 2, Edwards Road, Flora Hill* |
| | 1pm–3pm | Warrnambool | Deakin University, Room J220, Building J, Warrnambool |
| Wednesday 31 | 1pm–3pm | Shepparton | Goulburn Ovens IOT, Harder Auditorium, Fryers Street, Shepparton |
| August | | | |
| Thursday 1 | 10am–12noon | Albury-Wodonga | La Trobe University, Theatre, Parkers Road, Albury Wodonga |
| | 12noon–2pm | Mildura | Sunraysia IOT, Auditorium, Benetook Ave, Mildura |
| Friday 2 | 10am–12noon | Swan Hill | Sunraysia IOT, Room 3, 266 Beveridge Street, Swan Hill |
| Wednesday 14 | 1pm–3pm | Horsham | University of Ballarat, Auditorium, Ballie Street, Horsham |

* Parking restrictions may apply.

VTAC CourseLink is an initiative of the Victorian Tertiary Admissions Centre (VTAC) and while primarily targeted at Victorian students in Years 10 – 12, their teachers and parents, is available free of charge to anyone with Internet access.

Stage two of VTAC CourseLink has seen the development of the Interstate conversion program and the expansion of the Victorian program to assist schools in mapping the individual pathways of their students.

The program has three major components:

- i) Password protected Teacher Access available free of charge to all Victorian schools that have VCE or IB enrolments in Years 11 and/or 12.
- ii) Student access available free of charge to anyone with Internet access
- iii) Password protected LLEN Access available free of charge to all Local Learning and Employment Networks, registered with VTAC.

Teacher Access is the password-protected component through which VTAC provides schools with:

- i) information pertaining to VCE and Victorian IB students such as:
 - Courses listed on the original preferences (27 September 2002)
 - The ENTER subject scores (includes estimated and factored up ENTER)
 - Courses listed at change of preference
 - The offer list (Rounds 1, 2, and 3)
 - The enrolment list (as of 1 March census)
- ii) the ability to record individual pathways of non-VCE and VCE students.

The Student Access program is now available in two formats. The first format is for Victorian VCE and IB students and the second format is for interstate year 12 students applying for a tertiary course through VTAC.

Student Access provides students with the opportunity to:

- investigate course options based on a range of search functions that include region, institutions, interest areas, Year 12 studies (undertaken at Units 3 and 4 level), study scores and results.
- Check prerequisites for courses active in 2003 (current Year 12 students), 2004 (current Year 11 students) and 2005 (current Year 10 students).
- Investigate the implications on prerequisites of removing or adding Year 12 studies for prospective courses based on interest areas, regions etc
- Make practice applications and check whether students meet VCE/Victorian prerequisites
- Check last year's Clearly-in Data

VTAC CourseLink data schedule

| | |
|-----------------|--------------------------|
| | Year 11 Data (Loaded) |
| | Year 12 Data (Loaded) |
| 2pm 2 October | Preferences File |
| 2pm 20 November | Preference File Lates |
| 5pm 15 December | ENTER File |
| 2pm 6 January | ENTER File IB |
| 9am 7 January | Change Preferences File |
| 2pm 9 January | International Offers |
| 9am 20 January | First Round Offers |
| 2pm 28 January | First Round Acceptances |
| 11am 6 February | Second Round Offers |
| 2pm 12 February | Second Round Acceptances |

LLENs and Secondary Schools

When VTAC launched the VTAC CourseLink program in 2001, a number of teachers indicated that a useful extension of the program would be to include the mapping of students and their subsequent pathways.

With many of the government schools working through their Local Learning and Employment Networks (LLENs) it made sense to discuss the evolution of VTAC CourseLink with LLEN representatives.

The result of this informal alliance is the expansion of VTAC CourseLink to provide each school with the capability of recording the movements of their students into employment, unemployment, interstate study, travel and other courses. The employment heading includes a complete breakdown of the various categories.

If a school chooses to use this component of the CourseLink program:

- The school will be able to easily record the movements of their students across years and/or programs
- Prepare reports for both VCE and non-VCE students
- Identify trends across years.

If a LLEN chooses to participate in the program, they will have access to untagged statistical reports that identify the number of students in employment, unemployment, travelling, studying interstate etc.

While the data is able to be sorted into Government, Independent, Catholic and Special Schools, at this stage no school or student will be able to be identified.

Teacher Access

- The Teacher Access component of VTAC CourseLink will now include the following data: the actual ENTER, ENTER subject scores and if applicable the Estimated ENTER, Estimated ENTER subject scores and Factored-up ENTER. This information will be housed in the Student Data section
- The program has also been expanded to include non-VCE students and students not proceeding to tertiary education. This means that teachers will be able to keep a record of students in years 10, 11 and 12 and record their destinations i.e. employment, other study program, interstate study, travel and unemployment. The inclusion of this data is twofold. Firstly to assist schools map the pathways of their individual students and secondly to assist the Local Learning and Employment Networks in their collection of statistics.
- **VCE students:** Any student attempting at least one Unit 1&2 or Unit 3&4 is included on the VTAC CourseLink database. To access a list of students undertaking Year 11 or Year 12 you must select the appropriate year level using the icon in the Student data window. You will notice that the Student Details screen now includes a range of new categories – this is where you can record non-tertiary activity of any Year 11 or 12 students.

Non VCE students: The CourseLink program now allows schools to manually enter data for non-VCE students. This will enable the school to generate a greater variety of reports that may be useful in future planning.

To access the non-VCE program select

- Non VCE Student Data from the Student Data menu.
- Click on Add new Student
- Enter student details include their family name, first name, address, date of birth and telephone number. You have two options at this stage:
 - i) You may enter information into the box provided or
 - ii) You may select from one of the five boxes indicating a student destination.

- iii) If you select employment you will have the opportunity to select one of eleven fields followed by a selecting a sub category that will provide further definition i.e. occupation.

The information can then be translated into one of many Student Reports.

An untagged version of your statistics will be made available to your LLEN. **Note:** individual schools and students will not be identified. The LLEN program will simply provide a breakdown into the four categories of Independent, Government, Catholic and Special Schools.

To access this part of the program:

- Select Non VCE Student Data from the Student Data menu.
- Click on Add new Student
- Enter student details
- You have two options at this stage:
 - i) Enter the information into the box provided or
 - ii) Select from one of the five boxes ('overseas', 'employed', 'unemployed', 'interstate tertiary' or 'other educational program')

Note: If you select 'employment' you will have the opportunity to modify your data by selecting one of the eleven sub categories and then select any of the occupations listed under each sub category.

- Once information has been entered:
 - i) schools can produce a number of reports using the section entitled 'Student Report 2002/03 Overall Report Non tertiary
 - ii) raw data will be made available to the regional Local Learning and Employment Network. This data will no include any information that identifies either a school or student.

Further details are available at www.vtac.edu.au. Click on VTAC CourseLink and at the July/August VTAC briefings.

Training

Because of the changes to the program, VTAC will conduct training sessions in Term four. These training sessions will only be held in the offices of VTAC, 40 Park Street, South Melbourne and will run subject to demand Further details during briefing sessions

VTAC CourseLink 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 4.7 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 4.7 or above
- Any spreadsheet software

Non Year 12 Applicants

- Apply via the VTAC Infonet at www.vtac.edu.au (\$24.00 (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 2003 has a \$31.00 (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 2003 or at www.vtac.edu.au.
- Non-Year 12 Applicants who miss the designated change of preference period, can change their preferences via the website between 16 December (7am) – Sunday 22 December (5pm). An additional fee of \$27.50 (inc. GST) payable by credit card only applies.
- Changing preferences will replace your initial application preferences although any offers made in the Early Round will still stand.

RETURNING TO STUDY IN 2003?

Free tertiary seminars 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:

- 2002 Schedule
- Tertiary Seminars for adults returning to stud
- Options for tertiary study
- Who, what, when and where to go for information
- Application—the myths and realities
- Application Form and Internet
- Tertiary selection, interviews and procedures.

METROPOLITAN MELBOURNE

RMIT University (Storey Hall)
342–348 Swanston Street, Melbourne
Tuesday 3 September, 6.00pm to 8.30pm
(seminar starts 7.00pm)

REGIONAL VICTORIA

Geelong Gordon Inst. of TAFE
Auditorium, Level 3, G Block,
Enter via Lt Malop Street
off La Trobe Tce) Geelong
13 August, 7.00 to 8.30pm

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Implications of Privacy legislation – release of ENTER subject scores and estimated ENTERS

- VTAC is bound by the provisions of the National Privacy Legislation, the privacy principles of which are very similar to those embodied in the Victorian Information Privacy Act 2000. These principles state that, if an organisation holds personal information about an individual, it must provide the individual with access to that information on request. Scaled study scores and estimated ENTERS, previously confidential to the selection process, constitute information that belongs to the applicant.

Rather than require applicants to pursue a request process to obtain this information, the VTAC Management Committee has decided that it should be released as set out hereunder:

- Scaled study scores will be provided on the ENTER statement. To distinguish them from VCE study scores and to emphasise their purpose, they will be called ENTER subject scores. The consequent aggregate that leads to an ENTER will also be shown.

Please note that testing of prerequisites will continue to be undertaken on VCE study scores (including estimates). Minimum levels of performance in study scores published in the Guide refer to VCE study scores.

- Estimated ENTERS (and factored-up ENTERS, if applicable) will be released to relevant applicants, where they are higher than the achieved, via the joint results service during the change of preference week, and then on paper, also showing the estimated and factored up ENTER subject scores, before round one offers in January. The anticipated date for release is Thursday, 19 December. This is later than the release of achieved ENTERS on Monday 16 because estimated data is received later from VCAA.

Please note that, in past years, VCAA has provided this data around 20 December to ensure as many late consideration of disadvantage (C of D) applications as possible are included before computing estimated study scores. VCAA is bringing this date forward so that applicants can be apprised of their estimated ENTERS at a time, ie change of preference, when the information is of material benefit to them.

It is, therefore, essential, so as not to disadvantage applicants, that schools report C of D decisions to VCAA in a timely fashion and by Monday 25 November.

- Career teachers will be aware, from previous briefings, that the use of estimated ENTERS is at the discretion of institutions. Some institutions rerank applicants automatically to the value of the estimate while some base their ranking on both the achieved and estimated values, especially where they differ markedly, using the case presented on the VTAC S form. Monash University uses a fairly structured model in the form of a matrix which embodies prior selection officer judgments.

All institutions are, in light of the above decision which has the potential to alter some of the dynamics of the selection process, currently reviewing and reformulating their policies and practices with respect to the use of estimated data. The Management Committee will coordinate the publication of these policies via the VTAC web site by the end of October and they will be discussed with career teachers at the December briefings. It is planned that some system-wide statements will be made.

- It is recognised that the process of C of D is based on judgment. It is also recognised that schools are in the best position to exercise this judgement. The availability of estimated ENTERS will open this process to question and possibly to challenge.

A working party of VCAA and VTAC is examining ways to improve the integrity of estimated data, over and above that which is currently in place, which uses a variant of statistical moderation, not from the point of view of challenging schools' ratings, but in the context of instituting a framework for decision-making that will diminish some of the variability present in the current system. This framework, part of which can be implemented this year and part next year because it involves changes to procedures, will also provide a supportive mechanism should schools be questioned by parents about particular estimates.

VCAA will, later this year, provide schools with examples that typify each level of disadvantage within each of the categories of sickness, environmental and permanent disability. Examples of claims that would not be regarded as warranted will also be provided.

VCAA will also be reiterating its policy in connection with coursework assessment and C of D promulgated in Bulletin 153 June 2000. The essence of this policy is that, where schools make special provision for coursework tasks, eg extension of time, C of D (and thus an estimated coursework mark) is not required.

- It is evident that the discretion institutions have enjoyed through the confidentiality of estimated ENTERS will be affected by the availability of this information to applicants. Just as schools may be questioned about, and have to justify their judgments, selection officers will be questioned about their decisions to a greater extent than in the past. This makes it essential that they be provided with information on the basis for the award of estimated grades.

- To assist selection officers in their task, the VTAC S form has been amended to enhance the information upon which decisions are made. Page one has been redesigned to allow selection officers to make informed judgments about the type of consideration awarded to applicants at school level, and requires increased contribution from schools in terms of supplying additional information and applicant assistance:

- Assisting the applicant in completing the form:

- By distinguishing for them the difference between 'special provision' for coursework tasks and formal 'Consideration of Disadvantage' where estimated grades are given. In line with VCAA guidelines, it would be a selection officer's expectation that estimated grades would not be awarded where special provision has been made in a study during the year for coursework assessments (except in exceptional circumstances, eg where the school and community may have been ravaged by bushfires).
- By providing the applicant with copies of any documents submitted to the school in support of the formal C of D application (for attachment to the VTAC S form). Senior university and TAFE selection authorities have requested that, for this year, all applicants granted C of D complete a VTAC S form and provide documentary professional evidence to support the C of D application.

- Additional information to be provided by schools:

- Where applicants have received C of D, coordinators/teachers are required to record on the VTAC S form the type of disadvantage, eg sickness, and the level of disadvantage, i.e. 'S' severe, 'M' moderate or 'L' low. This data should be consistent with any C of D matrix completed, at any stage, on the VASS system.
- Teachers/coordinators should record, by way of justification, what factors were considered in arriving at an estimated grade, eg general class ranking, class ranking on assessment tasks directly related to an examination affected by disadvantage.
- School principals must also certify that the level awarded is consistent with VCAA guidelines.

Page two replicates the old VTAC S form and is completed by the applicant with attestation by a professional external to the school environment. It provides institutions with an additional selection tool to be considered in conjunction with the school reports (mentioned in the dot points directly above) and estimated data. It also provides applicants with an opportunity to state a case where they have not sought special provision for coursework and/or formal consideration. Institutional selection authorities are still obliged to consider the circumstances of such applicants.

- Please note selection authorities regard the VTAC S form as compulsory for all applicants granted C of D.**

The joint VCAA/VTAC working party will be considering options to the VTAC S form for 2004, possibly an integration with the VCAA application for Consideration of Disadvantage form, to avoid the necessary but duplicate processes required of schools this year.

- Please note that briefings for principals will be held in August to discuss these revised procedures and principals' responsibilities in the process.
- Estimated data is made available to interstate admissions centres via the national database. These centres have been apprised of the decisions of the Management Committee and that Victorian institutions are reviewing their policies and practices with respect to the use of estimated data. Applicants to other states are advised in the Guide to supply a copy of the VTAC S form to back up their application.



John C Wade

Director

Date: 17 July 2002