QTAC Information Session
2015/2016
Tertiary Admissions

Procedures for Current Year 12 students
Tonight:

- Early Entry / Fixed Closing dates
- Important information before applying – tertiary study, choosing preferences
- Key Dates and Offer Dates
- How to apply?
- What services are available after applying?
- How to respond to a tertiary offer?
Early Entry/Fixed Closing Dates

Check QTAC Guide page 5 for dates for auditions, written applications, cover sheets, portfolios:

These are in addition to the QTAC application
Tertiary study

Resources regarding tertiary courses, institutions and application procedures:

- **QTAC Guide to Tertiary Courses**

- QTAC website – [www.qtac.edu.au](http://www.qtac.edu.au) – check previous cut-offs (guides only for 2016 intake)

- Institution websites – future students, publications
Tertiary study (cont.)

- **www.studyassist.gov.au** – information about Commonwealth loans and scholarships and higher education providers

- **www.hobsonscoursefinder.com.au** – tertiary institution profiles
More information about tertiary study (cont.)

Tertiary Advice and Career Planning:

- [www.myfuture.edu.au](http://www.myfuture.edu.au) – career information service.
Preferences

- From 4 August 2015, the QTAC application process opens for courses that commence in September 2015 through to July 2016.

- Year 12s may select courses that commence Semester 1, 2016 and Semester 2, 2016.
Preferences (cont.)

- Up to six course preferences for each offer round can be chosen.
- Make sure the Minimum Entry Requirements for each course preference are met.
- Include a range of courses with varying levels of competitiveness i.e., cut-offs.
- Cut-offs may change from year to year, from semester to semester and from offer round to offer round.
- Use previous cut-offs as a guide only.
- After lodging applications, preferences can be changed. (First three changes of preference – free; fourth and subsequent changes of preference – $36 each)
Preferences (cont.)

- It is essential to order preferences carefully.

- In any offer round, only one offer will be received – this will be for the highest eligible preference.

- Do not save preferences until they are exactly as wanted – the first three times the ‘save’ button is “clicked” the changes are free, but fourth and subsequent ‘saves’ cost $36 each time the ‘save’ button is “clicked”.
Choosing preferences (cont.)

2 Steps:

Step 1
List preferred order

Step 2
Check the major offer round for each preference.
Reorder if necessary according to major offer round date
Choosing preferences (cont.)

Step 1
List preferred order
Choosing preferences (cont.)

1st ‘Ideal’ Courses
Courses really wanted, even if the chance of gaining entry is not assured.

2nd ‘Realistic’ Courses
Less competitive courses that provide another way to the chosen career or to a second choice career. They can be used to upgrade to the ‘ideal’ course.

3rd ‘Foot-in-the-door’ Courses
Courses you are prepared to do if you miss out on all others. They should be courses that in the past have been easy to get into. They can help you upgrade.
Choosing preferences (cont.)

It is important that course preferences are considered in the **major offer round** for that course.

Most semester 1 courses have their **major offer round** in January.

A small number of courses have their **major offer round** in December.
Choosing preferences (cont.)

Step 2
Check the major offer round for each preference.

Reorder if necessary according to major offer round date
Choosing preferences (cont.)

Step 2

- Do all preferences have the same major offer round date?
  - Yes
  - Enter preferences in their current order:
    - Ideal – Realistic – Foot-in-the-door
Step 2 (cont.)

Do all preferences have the same major offer round date?

No

Re-order according to major offer round date.

Do not place a Semester 2 preference before a Semester 1 preference.
Choosing preferences (cont.)

Ordering preferences example

December major offer round courses must be first i.e.:

<table>
<thead>
<tr>
<th>Preference</th>
<th>Course Title</th>
<th>Start Month</th>
<th>Major Offer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brisbane Uni – B Acting</td>
<td>Mar 2016</td>
<td>17 Dec 2015</td>
</tr>
<tr>
<td>2</td>
<td>Metro Uni – B Acting</td>
<td>Feb 2016</td>
<td>17 Dec 2015</td>
</tr>
<tr>
<td>3</td>
<td>Brisbane Uni – B Commerce</td>
<td>Mar 2016</td>
<td>14 Jan 2016</td>
</tr>
<tr>
<td>4</td>
<td>Metro Uni – B Commerce</td>
<td>Feb 2016</td>
<td>14 Jan 2016</td>
</tr>
<tr>
<td>5</td>
<td>Accounting Institute – D Accounting</td>
<td>Mar 2016</td>
<td>14 Jan 2016</td>
</tr>
</tbody>
</table>
Choosing preferences (cont.)

If, in the December offer round, the applicant is offered their December major offer round preference, i.e.:

Brisbane Uni – B Acting

The applicant can ‘conditionally accept’ this offer and rearrange their preferences so they will be considered for the courses they really want, which are offered in January.
Choosing preferences (cont.)

Reminder...

You are only considered in subsequent offer rounds for courses listed **above** any previously offered course.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Course Title</th>
<th>Start Month</th>
<th>Major Offer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brisbane Uni – B Commerce</td>
<td>Mar 2016</td>
<td>14 Jan 2016</td>
</tr>
<tr>
<td>2</td>
<td>Metro Uni – B Commerce</td>
<td>Feb 2016</td>
<td>14 Jan 2016</td>
</tr>
<tr>
<td>5</td>
<td>Metro Uni – B Acting</td>
<td>Feb 2016</td>
<td>17 Dec 2015</td>
</tr>
<tr>
<td>6</td>
<td>Brisbane Uni – B Acting</td>
<td>Mar 2016</td>
<td>Conditionally accepted offer in Dec 2015</td>
</tr>
</tbody>
</table>
Choosing preferences (cont.)

There is no need to change this order for any top up offer rounds in February and March (unless there are courses with different major offer rounds such as Bond University, with a major offer round in March).
Choosing preferences (cont.)

Finally, year round admissions means...

- If an offer is not received for the preferred course in January, February or March 2016, there are more options.

- The QTAC application can be kept active after the Semester 1 offer rounds through to July 2016.

- Conditionally accept an offer in January or February (and even begin that course), change preferences to include Semester 2 courses and be considered for the new higher preferences in the June major offer round.
Choosing your preferences (cont.)

Applying for Semester 2 courses

- If a firm response is made in Semester 1, and then a change of mind is made, do not submit a new application.

- Instead, log into Application Services using email address and password and change preferences to include Semester 2 courses.

- The new Semester 2 course(s) must be listed above the previously offered course(s).
Choosing preferences (cont.)

To gain the best chance of getting the offer wanted, use all six preferences for Semester 1 courses, then change preferences after Semester 1 offers if really wanting to be considered for Semester 2 courses.
Choosing preferences (cont.)

What if I need a break?

- Courses can be selected that commence in Semester 2 2016 only.

- Alternatively, apply for a course commencing Semester 1 2016 and then, if allowed, request deferment.

- Be aware that most courses are harder to get into in Semester 2 i.e.: cut-offs are much higher.
Course fees

Course fees can vary significantly.

Consider the course fee type when choosing preferences.

Information on Course Fees are found through the Course Search section on the QTAC website.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 August</td>
<td>Applications open for 2015/2016 admissions</td>
</tr>
<tr>
<td>29 September</td>
<td>BPAY® payment required to avoid higher processing fees</td>
</tr>
<tr>
<td>30 September</td>
<td>Due date for on-time applications</td>
</tr>
<tr>
<td></td>
<td>Many courses with fixed closing dates close on this date</td>
</tr>
<tr>
<td>1 October</td>
<td>Higher application fees</td>
</tr>
<tr>
<td>30 November</td>
<td>Due date to submit documentation for 14 January offer round</td>
</tr>
<tr>
<td>9 December</td>
<td>Due date to apply for 14 January offer round</td>
</tr>
<tr>
<td>19 December</td>
<td>Qld Year 12 results and OPs available from 9am on QCAA’s Student Connect website</td>
</tr>
<tr>
<td>30 December</td>
<td>Qld Year 12 students without an OP who are QTAC applicants can find out their OP ineligible rank via QTAC’s Current Applicant online service</td>
</tr>
</tbody>
</table>
### Key Dates (cont.)

#### 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 January</td>
<td>Final date to change preferences for 14 January offer round: after OP scores are received</td>
</tr>
<tr>
<td>20 January</td>
<td>Due date to apply for 4 February offer round</td>
</tr>
<tr>
<td>21 January</td>
<td>Due date to submit documentation for 4 February offer round</td>
</tr>
<tr>
<td>28 January</td>
<td>Final date to change preferences for 4 February offer round</td>
</tr>
<tr>
<td>20 May</td>
<td>Due date to apply or submit documentation for 2 June offer round</td>
</tr>
<tr>
<td>26 May</td>
<td>Final date to change preferences for 2 June offer round</td>
</tr>
</tbody>
</table>
# Key Dates – Offers

## Semester 1, 2016

### Offers rounds for 2016 courses

<table>
<thead>
<tr>
<th>Offer rounds for 2016 courses</th>
<th>Due date to respond to offer (by 9.59am)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 November 2015</td>
<td>3 December 2015</td>
</tr>
<tr>
<td>17 December 2015</td>
<td>28 December 2015</td>
</tr>
<tr>
<td>14 January 2016</td>
<td>21 January 2016</td>
</tr>
<tr>
<td>4 February 2016</td>
<td>11 February 2016</td>
</tr>
<tr>
<td>11 February 2016</td>
<td>18 February 2016</td>
</tr>
<tr>
<td>18 February 2016</td>
<td>25 February 2016</td>
</tr>
<tr>
<td>25 February 2016</td>
<td>3 March 2016</td>
</tr>
</tbody>
</table>

Please check the QTAC guide for key dates for Semester 2 2016.
How to apply

• Create an account on QTAC’s website
  ➢ Required: valid email address and password
• Once account is created, QTAC will send a confirmation email
• The email address must be validated using the link in the email
  ▪ http://www.qtac.edu.au/home
Create Account

You need to create an account before you can submit an application.

Login Details

*Email

*Retype Email

*Password

*Retype Password

Continue »

Customer Declaration

Personal Details

Addresses

Contact Details

Security Questions
How to apply (cont.)

When applying, students need to:

1. Know Learner Unique Identifier (LUI)

2. Confirm personal details and contact information

3. Confirm qualifications
   - If completed a standard Australian Year 12 program, QTAC is able to obtain results and qualifications. This information must be checked for accuracy. Usually all completed qualifications will be included in the data loaded by QTAC prior to application start date i.e: Cert I completed in Year 10
4. Add extra qualifications, if applicable.

- Additional qualifications could include secondary study (include repeat years); bridging study (pages 19 – 39 of the *QTAC Guide 2016* give examples of accepted preparatory and bridging programs); tertiary study (eg diploma or bachelor studies); certificate study (eg AQF Certificates III and IV – note that AQF Certificate I and II, first aid certificates and other personal interest courses are not assessable); professional qualifications (eg dance, music or drama – note AMEB 7th Grade and above is assessable).
5. Give permission for someone else to act on your behalf.

6. Indicate if applying for QTAC’s Educational Access Scheme (EAS).

7. Supply information required by the Australian Government.
   - QTAC collects information such as languages spoken at home and the highest level of education completed by parents/guardians. This information is not used in determining the QTAC selection rank.

8. List course preferences.
How to apply (cont.)

Application and processing fees

Application for 2015 Australian standard Year 12 students
4 August 2015 – 30 September 2015.............................. $36
1 October 2015 – 31 January 2016.............................. $134
1 February 2016 – 18 February 2016.............................. $36
20 February 2016 – 9 July 2016................................. $67

Changes of preference
Made via QTAC’s Current Applicant online service:
First three changes...................................................... free
Fourth and each subsequent change.......................... $36
How to apply (cont.)

Payment Methods:

1. Credit card when applying online
2. BPAY® the application fee when applying online
3. Use a Prepayment Voucher

Please note that payment must be received by QTAC before the application is processed.

If using BPAY as a payment option, ensure QTAC receives the payment by 29 September 2015 to take advantage of the lower application processing fees.

® Registered to BPAY Pty Ltd
ABN 69 079 137 518
How to apply (cont.)

- Before lodging the application, view a summary of the application. \textbf{PRINT THIS}
- If satisfied the application and qualification details are correct, lodge the application.
- The application is not lodged until the \textit{Confirmation of Lodgement} page is visible.
- \textbf{PRINT} the \textit{Confirmation of Lodgement} page as it is proof of lodgement and any cover sheets that might have been generated. This sheet also contains the QTAC application number.
- If required to submit documentation for additional qualifications, check the documentation guidelines and provide the documents to QTAC with the cover sheets attached before the due date.
Application Services

After applying, access the free Application Services online service to:

- Update contact details
- Give someone permission to act on your behalf in regard to your application (encouraged to do this)
- Find QTAC correspondence
- Pay QTAC processing fees
- Change preferences (the first three changes are free but the fourth and each subsequent change costs $36)
Application Services (cont.)

- Find out if minimum entry requirements for courses are met

- Track the assessment of qualifications and monitor supporting documentation requirements

- View and print cover sheets for documentation that are needed to provide to QTAC, such as AMEB qualifications not already listed on the Senior Statement
Application Services (cont.)

- Find out if an offer has been received and respond to the offer. For some institutions, a link will be provided to the institution’s website to enrol online; other institutions will post or email enrolment information.

- View OP ineligible rank from 30 December 2015 (only relevant for 2015 OP ineligible Queensland school-leavers who are QTAC applicants). 2015 Queensland school-leavers who are not QTAC applicants can phone QTAC to receive their OP ineligible rank.
Responding to a tertiary offer

- If an offer is received: MUST respond to QTAC by the date specified (calls are made to remind students).

- If there is no response given to an offer by the due date, the right to that offer may be lost and there will not be consideration given for any other courses.

- Applicants can respond to an offer via Application Services online.

- Deferment information found on page 46 of the QTAC Guide
Responding to a tertiary offer (cont.)

There are a number of response options available:

- Outright Response
- Conditional Response (with no change of preference)
- Conditional Response (with change of preference)

Within each response option, students can accept, reject or defer offers.
Responding to a tertiary offer (cont.)

Accept, defer or reject an offer

- **Accept Offer**
  - Enrol in the course (as per institution instructions)

- **Defer Offer**
  - A letter from the institution will advise of any further action required

- **Reject Offer**
  - NO further action
Conditionally accept, defer or reject an offer

- **Conditionally Accept**
  - Check for an offer in next round
  - If another offer for the same semester start is received, the right to the previous offer is automatically forfeited OR
  - If another offer is not received, the previous offer is retained AND enrolment in the course occurs (as per institution instructions).

- **Conditionally Defer**
  - Check for an offer in next round
  - If another offer for the same semester start is received, the right to the previous offer is automatically forfeited OR
  - If another offer is not received for the deferred place, a letter will be received from the institution advising of any further action required.

- **Conditionally Reject**
  - Check for an offer in next round
  - Please note: QTAC advises to think carefully before choosing this option. If an offer is conditionally rejected and then no further offers are received, the place in the course is given away. Before conditionally rejecting an offer, contact QTAC or visit the QTAC website for more information.
Interstate Admissions Centres

New South Wales and Australian Capital Territory
Universities Admissions Centre (UAC)
Telephone: (02) 9752 0200
Website: www.uac.edu.au

Victoria
Victorian Tertiary Admissions Centre (VTAC)
Telephone: 1300 364 133
Website: www.vtac.edu.au

South Australia and Northern Territory
South Australian Tertiary Admissions Centre (SATAC)
Telephone: 1300 138 440
Website: www.satac.edu.au

Western Australia
Tertiary Institutions Service Centre (TISC)
Telephone: (08) 9318 8000
Website: www.tisc.edu.au

University of Tasmania
Telephone: 1300 363 864
Website: www.utas.edu.au
Advice:

• Do not rush to complete applications on 4 August
• Research courses – know what is expected and what will be done during the course
• If not sure on courses by 30 September, register one preference and finalise by 6 January 2016
• Talk with university faculty members regarding courses to include if not successful for 1st preference (Realistic and Foot-in-the Door courses)
• Talk with students enrolled in the courses of interest – this can be done online at most universities
• Leave one (1) change of preference for time between OP release and 6 January 2016
• Check preferences for offer rounds – have in correct order
Good Luck!

If you have any enquiries regarding QTAC applications, please contact

1300 GO QTAC (1300 467 822)

or

enquiry service on the website: www.qtac.edu.au

or

Mrs Hadwen

Mrs Hadwen interviews all QTAC applicants in Term 4.

QTAC Application Sessions

Monday 14 Sept – R6 (Senior Lunch)

Tuesday 15 Sept – R6 (Senior Lunch)

Wednesday 16 Sept – SRL – bring tablets (CP sessions)

Thursday 17 Sept – SRL – bring tablets (CP Sessions)