



Q T A C

2016 Year 12 students Your QTAC application

The Queensland Tertiary Admissions Centre (QTAC) is

- A non-profit, public company.
- We process your application for 16 institutions.
- Our institutions decide their own admission requirements.
- We ensure their admission rules are used correctly in your application.

Direct entry institutions

- We also publish course information for ‘direct entry’ institutions.
- Apply directly to these institutions, not through QTAC. Contact the institution for how to apply.
- Find their courses on our website in Course Search and in the *QTAC Guide*, from page 172.



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Institutions

Information contained in the rest of this presentation relates to your QTAC application only.

What is tertiary study?

Tertiary study is the level of formal education beyond secondary education.

Who can apply through QTAC?

- Domestic Year 12 students.
- International students studying Year 12 in Australia - check with the institution whether to apply directly or through QTAC.

Find courses, entry requirements and cut-offs

Find courses, entry requirements and cut-offs using

- [Course Search](#)
- Our free [QTAC app](#)
- *QTAC Guide*, from page 29.

You can apply through QTAC for a range of course types, such as

- certificate
- diploma
- advanced diploma
- associate degree
- bachelor's degree.

Depending on the course, you can study

- full-time
- part-time
- externally / via distance education
- via flexible delivery (on-campus and distance education combined).

Entry requirements

We use two things to decide if you can get into a course:

- Eligibility – course prerequisites and institution admission rules.
- Merit – OP / QTAC selection rank.

Note, entry requirements for international applicants may be different to those for domestic applicants. Check with the institution.

Eligibility

- Course prerequisites include Year 12 subjects, interview, portfolio, audition, UMAT, etc.
- Institution admission rules include English proficiency, minimum age, other. You'll meet most of these just by completing Year 12.

OPs/QTAC selection ranks

Merit

- You can lodge your QTAC application before knowing your Year 12 OP range or QTAC selection rank.
- Getting an estimate beforehand though can help you decide which courses to apply for.
- Talk to your school guidance counsellor about an estimate.
- Note that you may have extra qualifications that can also be given a rank eg Certificate III, professional awards such as AMEB music, dance and speech and drama.

OPs/QTAC selection ranks

OP students

- Find out how the [Queensland Curriculum and Assessment Authority \(QCAA\)](#) calculates your OP.
- Receive your OP mid-December.

OP ineligible students

- We calculate your OP ineligible rank.
- Find out your OP ineligible rank from late December.

OPs/QTAC selection ranks

All other Year 12 students

- We give your Year 12 results a QTAC selection rank when we process your QTAC application.

Entry requirements - How it all works

You can get into some courses just by completing Year 12

- If you apply for one of these courses and,
- You don't/won't get an offer in a higher preference,
- You will receive an offer the next time the course is offered.

Entry requirements - How it all works

- You can get into other courses with a minimum OP/rank if meet the course prerequisites and institution admission rules and,
- If you don't/won't receive an offer in a higher preference.
- In this instance you will receive an offer the next time the course is offered.

Entry requirements - How it all works

- For other courses you'll be told if your OP/rank is meeting the minimum rank to be considered for an offer.
- This has to happen where there are more applicants than places in a course.

Entry requirements - How it all works

- We will let you know if your OP/rank is not enough to be considered for an offer.
- We'll look at your next preference to see if we can make you an offer in it.
- Letting you know you are not being considered for this course also means you can change your preferences sooner if you want to.

Entry requirements - How it all works

- If you meet the minimum rank to be considered for a course – you then must compete for a place.
- You may get an early offer if you are highly competitive, or
- We'll wait until the course's major offer round so you can compete for a place in the course.

Entry requirements - How it all works

How you compete for a place

- We put all applicants to be considered in the offer round in an 'order of merit' where the applicant with the best OP/rank is first and the applicant with the next best OP/rank is second etc.
- We make offers by going down the order of merit until all places in the course are filled.
- Where we stop is called the 'cut-off'.

Entry requirements - How it all works

How you compete for a place (continued)

- So, if you have an OP/rank equal to or above the cut-off and,
- You meet the course prerequisites and institution admission rules and,
- You don't/won't get an offer in a higher preference,
- You will receive an offer in the course.

Entry requirements - How it all works

About cut-offs

- Cut-offs are not set beforehand.
- Previous cut-offs can be used as a guide (only) as to what future cut-offs may be.
- Cut-offs do not usually change much from year to year but on occasion they can.
- Cut-offs can also change across semesters and between offer rounds for the same semester.

QTAC's Educational Access Scheme (EAS)

- Can help you if you have experienced circumstances that negatively affected your studies.
- If you are eligible for EAS, you may get bonus OPs or bonus ranks that can make you more competitive for the courses you apply for.
- If you are eligible for the Financial Hardship EAS category, you may also get financial assistance such as institution scholarships.

EAS (continued)

- Apply for EAS on your QTAC application.

EAS documentation

- You don't need to provide EAS documents for many of our courses.

EAS documentation (continued)

- If you do need to provide EAS documents, we'll send you an email containing cover sheet PDFs for each relevant EAS category.
- Complete the cover sheets and attach any supporting documentation outlined.
- If you're applying for personal illness or disability, educational disruption or English language difficulty, you must also ask your school to complete the cover sheet's school statement section.

Special admission

Most institutions have other special schemes to help you get into their courses, such as

- Year 12 subject bonus
- Access and equity
- Regional preference
- Aboriginal and/or Torres Strait Islander admission
- Other schemes.

Contact the institution for more information, and refer to the *QTAC Guide*, pages 10-11 and 24.

Financial assistance

You may be eligible for financial assistance from

- government
- institutions
- private schemes.

Check government websites, [contact the institutions](#) and refer to the *QTAC Guide*, page 27.

- Course fees can vary greatly.
- Check fee type when choosing your preferences.
- Find approximate costs in [Course Search](#). Note, costs listed could be the indicative first year cost, cost of the entire course or cost per subject.

Commonwealth supported places (CSP)

The Australian Government subsidises courses at

- Public universities
- Australian Maritime College
- Some courses at Christian Heritage College.

CSP (continued)

- Helps you pay part of the course fee, with the Commonwealth Government paying the rest.
- CSPs are for
 - Australian citizens
 - Permanent resident visa holders
 - New Zealand citizens (some NZ Special Category Visa holders may also access HELP loans).

Visit studyassist.gov.au for more information.

TAFE Qld course fee types

- Full fee – you pay total cost of the course. VET FEE-HELP, FEE-HELP or payment plan may be available.
- Subsidised – course cost is subsidised reducing the cost for eligible students.
- Concession – cost of the course is further reduced for students with relevant concession card.

For more information visit www.tafeqld.edu.au or contact TAFE Queensland in your region.

CQUniversity Australia VET courses

- You pay some training and assessment services costs.
- Depending on the course's level, it may be the full fee or a partially government funded (PGF) fee.

For more information, contact [CQUniversity Australia](#).

Private higher education providers

- In most cases you pay the full fee.
- Fees vary between providers.
- Contact the institution for details.

International students

- Contact the institution for course costs.

- You don't need to provide us with documents for many of our courses.
- If this is the case, once you've lodged your application, you'll simply receive an email with your tax receipt/invoice attached.
- If you change your preferences and documentation is required then, we will contact you.

- If you do need to provide us with documents, we'll send you an email containing a cover sheet PDF.
- Print out the cover sheet and attach any supporting documentation outlined.
- Post your documents to QTAC, or hand deliver them to our office in South Brisbane.
- Sorry, you can't email your documents.



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Documentation

If you need to provide documentation

- Follow the documentation instructions on our website.
- Submit the required documents as listed for your qualifications.
- Submit your documents by the specified date.
- Attach the relevant cover sheet to each document.

Avoid the extra documentation fee – submit the correct documents by the specified date.



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Key dates

Key application dates	
2 Aug	Applications open
27 Sep	If paying by BPAY® make payment by today to reach us by 30 September and avoid the price increase
30 Sep	On-time date for applications. Some courses with fixed closing dates close today
1 Oct	Application fee increases today
18 Nov	Earliest date you may receive an offer

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Important notes about QTAC dates

- ‘Due dates’ give you assurance: applications and documentation submitted by the due date for the relevant offer round will be assessed in time. You can apply or submit documents after the due date but your application may not be assessed in time.
- Dates listed as ‘closing’ or ‘final’ are exactly that. You cannot change your preferences after the final date to change preferences for an offer round, for example.



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Order your preferences correctly

List 6 preferences in the order of:

1 st 2 nd	Desired courses	Courses you want to study
3 rd 4 th	Back-up courses	Less competitive courses you want to study
5 th 6 th	Pathway courses	Courses that will help you upgrade into a course you really want

Order your preferences correctly

- Make sure you meet the entry requirements for each course preference you list.
- Check fixed closing dates – on our website and in the *QTAC Guide*, pages 20 & 21 – some courses close early or have other fixed dates you need to follow.
- If you're applying for courses that are being offered in major offer rounds, make sure you order them as per the major offer round date.

Order your preferences correctly

What if I need a break?

- Apply for semester 1 and, if allowed, defer your offer ie start studying later, or
- List semester 2 preferences only.

Note: Semester 2 courses often have higher cut-offs ie are more difficult to get into.

Order your preferences correctly

Important notes

- Most semester 1 courses have their **major offer round** in January.
- A small number of semester 1 courses have their **major offer round** in December.
- If you apply for some courses that have January as their major offer round and some that have December as their major offer round...

Order your preferences correctly

...you must list the December major offer round courses above the January major offer round courses, like this:

Preference	Course name	Start month	Major offer date
1	Brisbane Uni – B Acting	Mar 2017	17 Dec 2016
2	Metro Uni – B Acting	Feb 2017	17 Dec 2016
3	Brisbane Uni – B Commerce	Mar 2017	14 Jan 2017
4	Metro Uni – B Commerce	Feb 2017	14 Jan 2017
5	Accounting Institute – D Accounting	Mar 2017	14 Jan 2017
6	Accounting Institute – D Business	Mar 2017	14 Jan 2017

Order your preferences correctly

- If, in the December offer round, you are made an offer, for example in Brisbane Uni – B Acting;
- You can ‘conditionally accept’ this offer and rearrange your preferences to be considered for your other preferences in January.

Order your preferences correctly

You are only considered in future offer rounds for courses listed **above** your offered course.

Preference	Course name	Start month	Major offer date
1	Brisbane Uni – B Commerce	Mar 2017	14 Jan 2017
2	Metro Uni – B Commerce	Feb 2017	14 Jan 2017
3	Accounting Institute – D Accounting	Mar 2017	14 Jan 2017
4	Accounting Institute – D Business	Mar 2017	14 Jan 2017
5	Metro Uni – B Acting	Feb 2017	17 Dec 2016
6	Brisbane Uni – B Acting	Mar 2017	Conditionally accepted offer in Dec 2016

Order your preferences correctly

Applying for semester 2

- To give yourself the best chance of getting the offer you want, list six semester 1 preferences in the first instance.
- Do not lodge a second application for semester 2.
- If you do not get an offer for semester 1, change your preferences for semester 2.
- If you do get an offer for semester 1 but want to apply for semester 2 as well, conditionally accept your semester 1 offer (and even begin that course), and change your preferences.
- List the semester 2 courses above your semester 1 offered course.

Know your rights and responsibilities

Get the most out of your QTAC application

- Know your rights and responsibilities before you apply.
- Find your rights and responsibilities on our website and in the *QTAC Guide*, page 9.

Technical requirements to apply

[Check your computer has the recommended computer settings and software](#) before you start your application.

Fill out your application

To fill out your application you'll need

- A valid email address – make sure you will have access to this email account after you finish school, don't use your school email.
- To create your own password.
- Your Learner Unique Identifier (LUI) - or equivalent Year 12 student number for IB and interstate Year 12s. You'll start your application with this.

Fill out your application

1. Go to qtac.edu.au, and select *Applicant log in*.
2. Select the *Create Account* button.
3. Fill in your details, then respond to the validation email we send you.
4. Go to qtac.edu.au, and select *Applicant log in*.
5. Select the *Log in* button, and log in to your account.
6. Select the *Apply Now* button.

Fill out your application

7. Fill out the following sections:

- *My details*

Enter your personal details, and request EAS if required.

- *Education and experience*

Check we have the correct details for your Year 12 studies and other qualifications that should be in your QCAA learning account. If you have any extra qualifications, add them.

Fill out your application

- *Course preferences*
Select the courses you want to apply for. You can always change these later on.
- *Review application*
Review what you've filled out to make sure it's correct.
- *Submit application*
Pay the application fee, and you're done.

Year 12 application fee	
2 August 2016 – 30 September 2016	\$37
1 October 2016 – 31 January 2017	\$138
1 February 2017 – 17 February 2017	\$37
18 February 2017 – 31 July 2017	\$69
Changes of preference	
First three changes	free
Fourth and each subsequent change	\$37
Documentation	
Additional document submission fee	\$37

Three ways to pay for your application

- Credit card online – when you apply.
- BPAY® - make payment by 27 September to reach us by 30 September and avoid the price increase.
- Prepayment Voucher (your school or institution may arrange).

Payment must be received before we will start to process your application.

Respond to your offer

- You only get one offer in an offer round. This is for your highest eligible preference.
- We notify you of your offer by email.
- Log in to Application Services to respond to your offer.
- Respond by the date specified.
- If you do not respond you lose your right to that offer and may not be considered for any other courses.

Respond to your offer

You can accept, defer or reject your offer.

[Download the step-by-step guide](#) from our website.

Check and change

After you have applied, use Application Services to

- Change your preferences, but as this process is different before and after you are made an offer, it is recommended you read more on changing your preferences on our website before doing so.
- Also refer to the *QTAC Guide*, page 7.

Check and change

After you have applied, use Application Services to (continued)

- Respond to your offer.
- Check if we've received any extra qualifications.
- View and print your OP ineligible rank (Year 12 students not eligible for an OP).
- View correspondence about your application.
- Check if you're meeting entry requirements.
- Pay QTAC fees.
- Change your postal or home address, email address, phone number, password, security questions, or authorised person details.

Check and change

Contact us if you need to change your









- name
- date of birth
- citizenship status
- gender
- Aboriginal or Torres Strait Islander status
- qualification details.



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Connect to QTAC

- Contact us if you have any questions.
- Like us and follow us on social media to stay up-to-date with QTAC news.

 Office hours 8.30am – 4.30pm Mon, Tue, Thur & Fri 9.00am – 4.30pm Wed	 Location Level 4, 154 Melbourne St, South Brisbane	 Mail PO Box 1331, Milton Qld 4064	 Telephone 1300 467 822
 Website qtac.edu.au	 Facebook /qtacinfo	 Twitter @qtacinfo	 Instagram @qtacinfo



Good luck

All the best with your Year 12 studies
and your QTAC application!