



2017 Year 12s  
QTAC application

QTAC

# What is QTAC?

QTAC

The Queensland Tertiary Admissions Centre (QTAC) is a non-profit, public company.

- We process your tertiary application for 16 institutions. Tertiary study is the level of formal education beyond secondary education.
- Our institutions decide their own admission requirements.
- We ensure their admission rules are used correctly in your application.

# Who can apply through QTAC?

QTAC

- Domestic Year 12 students.
- All other domestic applicants
- International students currently studying Year 12 in Australia – check with the institution whether to apply directly or through QTAC.

# What is QTAC?

QTAC

## 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 QTAC’s *Year 12 Guide*.

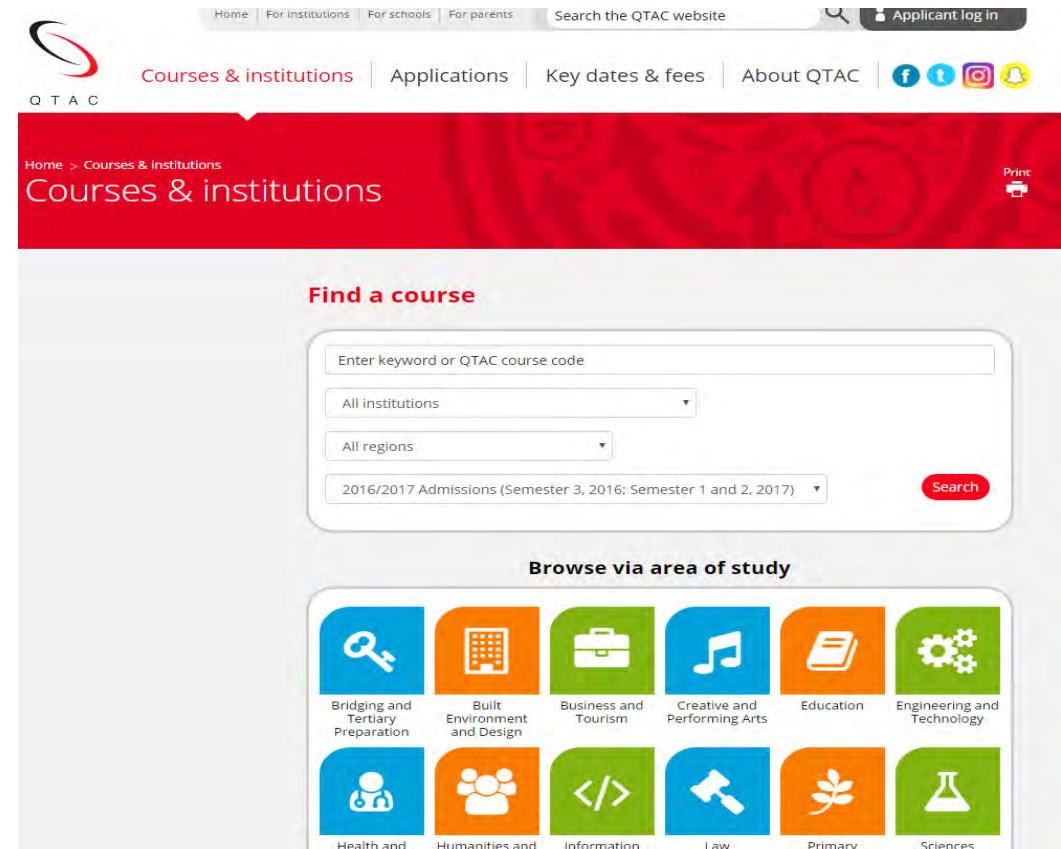


# Find courses, entry requirements and cut-offs

QTAC

Find courses, entry requirements and cut-offs using

- [Course Search](#)
- The *Year 12 Guide*



The screenshot displays the QTAC website's 'Courses & institutions' page. At the top, there is a navigation bar with links for 'Home', 'For institutions', 'For schools', 'For parents', a search bar, and an 'Applicant log in' button. Below this, a secondary navigation bar includes 'Courses & institutions' (highlighted), 'Applications', 'Key dates & fees', and 'About QTAC', along with social media icons. The main content area has a red header with 'Home > Courses & institutions' and 'Courses & institutions'. A 'Find a course' section features a search form with a text input for 'Enter keyword or QTAC course code', dropdown menus for 'All institutions' and 'All regions', a dropdown for '2016/2017 Admissions (Semester 3, 2016; Semester 1 and 2, 2017)', and a red 'Search' button. Below the search form, a 'Browse via area of study' section presents a grid of 12 colorful icons, each representing a different field of study: Bridging and Tertiary Preparation, Built Environment and Design, Business and Tourism, Creative and Performing Arts, Education, Engineering and Technology, Health and, Humanities and, Information, Law, Primary, and Sciences.

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.



# Entry requirements

QTAC

## Eligibility

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

## 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.

# Year 12 selection ranks

QTAC

## 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.

## 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

QTAC

- For most courses, you need to meet the minimum rank to be considered for a course, you must then 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

QTAC

## 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

QTAC

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
- You will receive an offer your highest eligible preference.

# Entry requirements: how it all works

QTAC

## 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 documentation (continued)

- If you do need to provide EAS documents, after you've applied you'll find links in your online application to cover sheets for EAS categories that require documentation.
- Print and complete the cover sheets, then upload them and your supporting documents to your application.
- 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

QTAC

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.



## Financial assistance

You may be eligible for financial assistance from

- government
- institutions
- private schemes.

Check government websites, [contact the institutions](#) and refer to the *Year 12 Guide*.

# Study costs

QTAC

- 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).

Please note: this may change based on the Federal Government's proposed higher education reforms. Visit [studyassist.gov.au](https://studyassist.gov.au) for more information.

## Private higher education providers

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



- You don't need to provide us with documents for many of our courses.
- If you do need to provide documents, after you've applied, you'll find a link in your online application where you can upload them.
- If you can't upload your documents, you can post them to us or hand deliver them to our office in South Brisbane.

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.

Key application dates	
3 Aug	Applications open
29 Sep	On-time date for applications Some courses with fixed closing dates close today
17 Nov	Earliest date you may receive an offer

## 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.

# Order your preferences correctly

QTAC

## List 6 preferences in the order of:

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



# Order your preferences correctly

QTAC

- Make sure you meet the entry requirements for each course preference you list.
- Check fixed closing dates – on our website and in the *Year 12 Guide* – 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

QTAC

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

QTAC

## 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

QTAC

...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 2018	<b>21 Dec 2017</b>
2	Metro Uni – B Acting	Feb 2018	<b>21 Dec 2017</b>
3	Brisbane Uni – B Commerce	Mar 2018	16 Jan 2018
4	Metro Uni – B Commerce	Feb 2018	16 Jan 2018
5	Accounting Institute – D Accounting	Mar 2018	16 Jan 2018
6	Accounting Institute – D Business	Mar 2018	16 Jan 2018

# Order your preferences correctly

QTAC

- 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

QTAC

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 2018	16 Jan 2018
2	Metro Uni – B Commerce	Feb 2018	16 Jan 2018
3	Accounting Institute – D Accounting	Mar 2018	16 Jan 2018
4	Accounting Institute – D Business	Mar 2018	16 Jan 2018
5	Metro Uni – B Acting	Feb 2018	21 Dec 2017
6	Brisbane Uni – B Acting	Mar 2018	<b>Conditionally accepted offer in Dec 2017</b>



# Order your preferences correctly

QTAC

## 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

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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 *Year 12 Guide*.

# Fill out your application

QTAC

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

QTAC

1. Go to [qtac.edu.au](http://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](http://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

QTAC

## 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

QTAC

- *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.

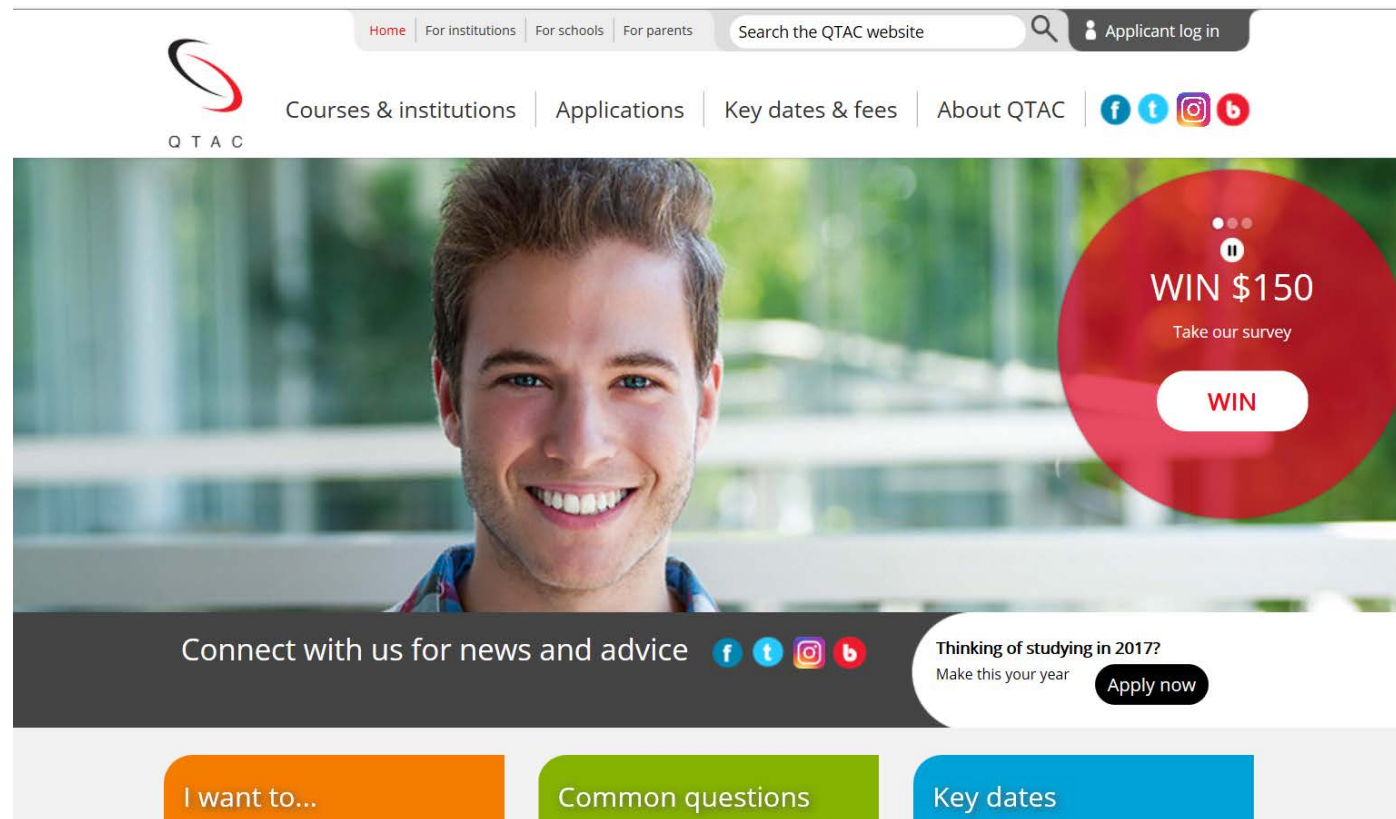


# Start your application here

QTAC

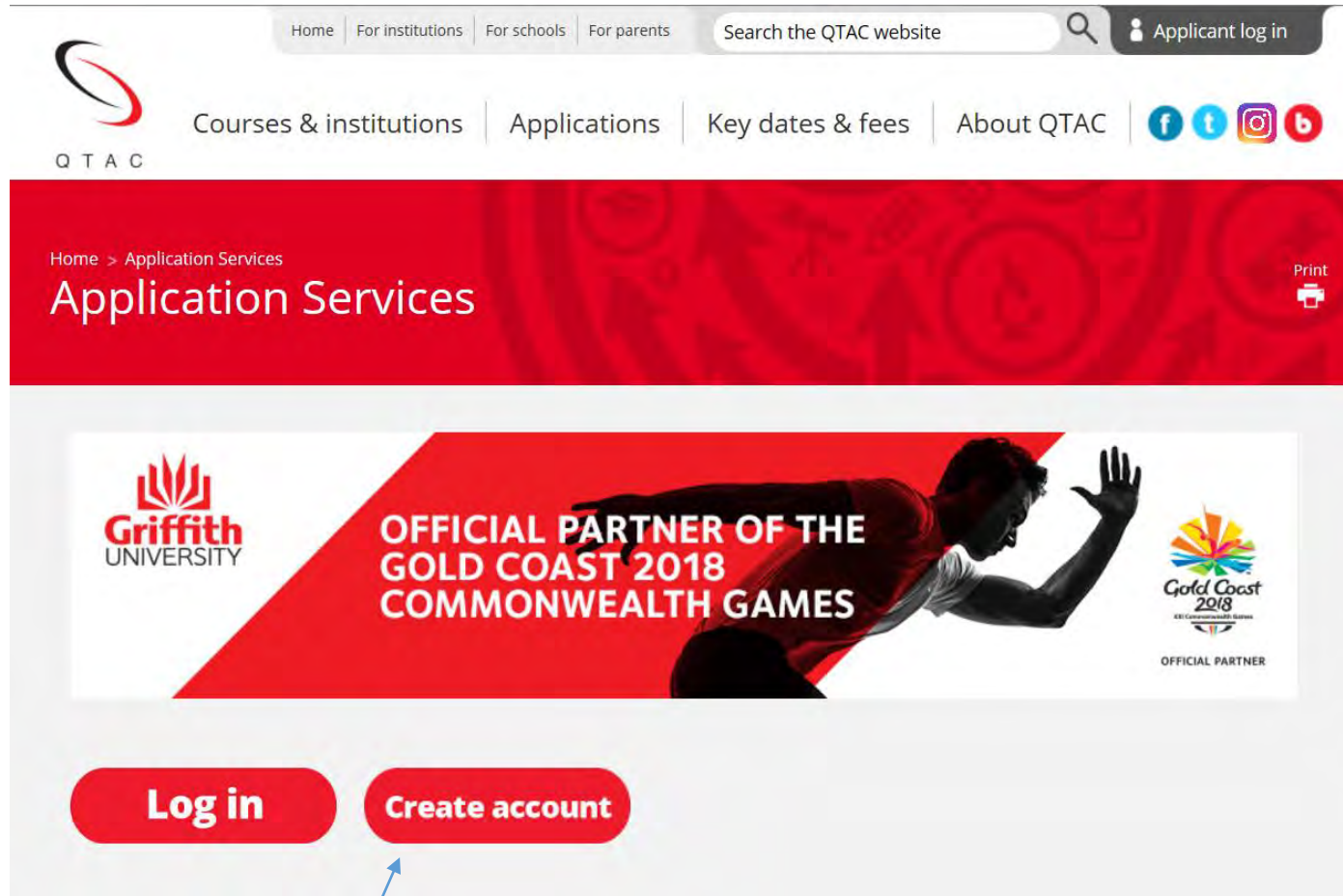
Start at  
qtac.edu.au

Click Applicant log in



# Create your account

QTAC



Create your account first

# Create your account

QTAC

To create your account:

- enter your email address  
**(one you'll have access  
to after school finishes),**  
and
- create your password

The screenshot shows the 'Create Account' page for QTAC. At the top is the QTAC logo and the title 'Create Account'. Below this is a message: 'You need to create an account before you can submit an application.' To the right of this message is a link for 'REQUIRED FIELDS'. The main form is titled 'Login Details' and contains four input fields: '\*Email', '\*Retype Email', '\*Password', and '\*Retype Password'. A red asterisk indicates that these fields are mandatory. A green 'Continue »' button is located below the password fields. At the bottom of the form, there are five red buttons for the next steps: 'Customer Declaration', 'Personal Details', 'Addresses', 'Contact Details', and 'Security Questions'. Two blue arrows from the text on the left point to the '\*Email' and '\*Retype Password' fields.



# Create your account

QTAC

If you've missed anything essential you'll have to go back and enter it

**Create Account**

You need to create an account before you can submit an application. \* REQUIRED FIELDS

**Login Details**

*Email	<input type="text"/>	This field is mandatory.
*Retype Email	<input type="text"/>	This field is mandatory.
*Password	<input type="text"/>	This field is mandatory.
*Retype Password	<input type="text"/>	This field is mandatory.

[« Back](#) [Continue »](#)

**Customer Declaration**

**Personal Details**

**Addresses**

**Contact Details**

**Security Questions**

Warning prompts

# Create your account

QTAC

Read and  
accept the  
customer  
declaration

## Create Account

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

\* REQUIRED FIELDS

Login Details

Customer Declaration

It is a condition of creating and maintaining an account with QTAC that you accept the Customer Declaration. QTAC may, from time to time, amend the Customer Declaration and you will be notified of changes when they are made.

I acknowledge that I have read, understood, and agree to be bound by the policies, terms and conditions set forth in the following:

- [QTAC's Documentation Guidelines](#)
- [QTAC's Applicant Rights and Responsibilities](#)
- [QTAC's Privacy Policy](#)
- [QTAC's Refund Policy](#)

I agree that:

- I will not apply to an institution where I am under a current period of exclusion (or a similar restriction for re-enrolment) without having first contacted that institution for advice about my eligibility for a tertiary place.

I agree that QTAC may:

☐ I accept the Customer Declaration

« Back

Continue »

Personal Details

...then continue

# Create your account

QTAC

Enter your names  
and date of birth

## Create Account

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

\* REQUIRED FIELDS

Login Details

Customer Declaration

Personal Details

\*First Name

This field is mandatory.

Middle Name

\*Family Name

\*Date of Birth

dd/MM/yyyy

« Back

Continue »

Addresses

Contact Details

Security Questions

...then continue



# Create your account

QTAC

Enter your residential address and select whether your postal address is the same

## Create Account

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

\* REQUIRED FIELDS

Login Details

Customer Declaration

Personal Details

Addresses

\*Residential Address Country

Australia

\*Residential Address

eg 123 Smith Street

\*Suburb or Town, State or Territory and Postcode

eg BRISBANE QLD 4000

\* Is your postal address the same as your residential address?

☐ Yes

☐ No

« Back

Continue »

Contact Details

...continue

# Create your account

QTAC

If not, enter your  
postal address

Login Details	
Customer Declaration	
Personal Details	
Addresses	
*Residential Address Country	Australia
*Residential Address	eg 123 Smith Street
*Suburb or Town, State or Territory and Postcode	eg BRISBANE QLD 4000
* Is your postal address the same as your residential address?	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
*Postal Address Country	Australia
*Postal Address	eg 123 Smith Street
*Suburb or Town, State or Territory and Postcode	eg BRISBANE QLD 4000
<input type="button" value="« Back"/>	
<input type="button" value="Continue »"/>	
Contact Details	
Security Questions	

...continue

# Create your account

QTAC

Enter your  
phone  
number(s)

## Create Account

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

\* REQUIRED FIELDS

Login Details

Customer Declaration

Personal Details

Addresses

Contact Details

Contact Number:

Mobile Number:

« Back

Continue »

Security Questions

...continue



# Create your account

QTAC

Select two  
security questions  
and answers

## Create Account

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

\* REQUIRED FIELDS

Login Details

Customer Declaration

Personal Details

Addresses

Contact Details

Security Questions

\*Security Question 1

Select One

▼

\*Security Answer 1

\*Security Question 2

Select One

▼

\*Security Answer 2

« Back

Create

Select create

# Create your account

QTAC

You'll now receive an email

Follow the instructions in the email to verify your email address

\* Check your junk folder if you don't find our email in your inbox



Q T A C

## Check Your Email

Your account has been created.

An email has been sent to you with a link to verify your email address.

You must **click the link in your email** to continue.

# Create your account

QTAC

Your validation email  
will look something  
like this

Click here to validate  
your email address

## QTAC Customer Email Validation

Inbox x



no-reply@qtac.edu.au

11:42 AM (2 minutes ago) ☆

to me ▾

Dear I,

You recently updated your Customer Account with QTAC.

Please validate your email address by clicking on the following link, or copy and paste it into your web browser.

[Click here](#) for validation.

Your updated account will not be active until your email address is validated.

You will have 72 hours in which to validate your new email address.

If you did not update your account please contact QTAC Information Services on 1300 467 822 as soon as possible.

Regards  
The QTAC Team

1300 467 822  
[+61 7 3858 1222](tel:+61738581222)  
<http://www.qtac.edu.au>

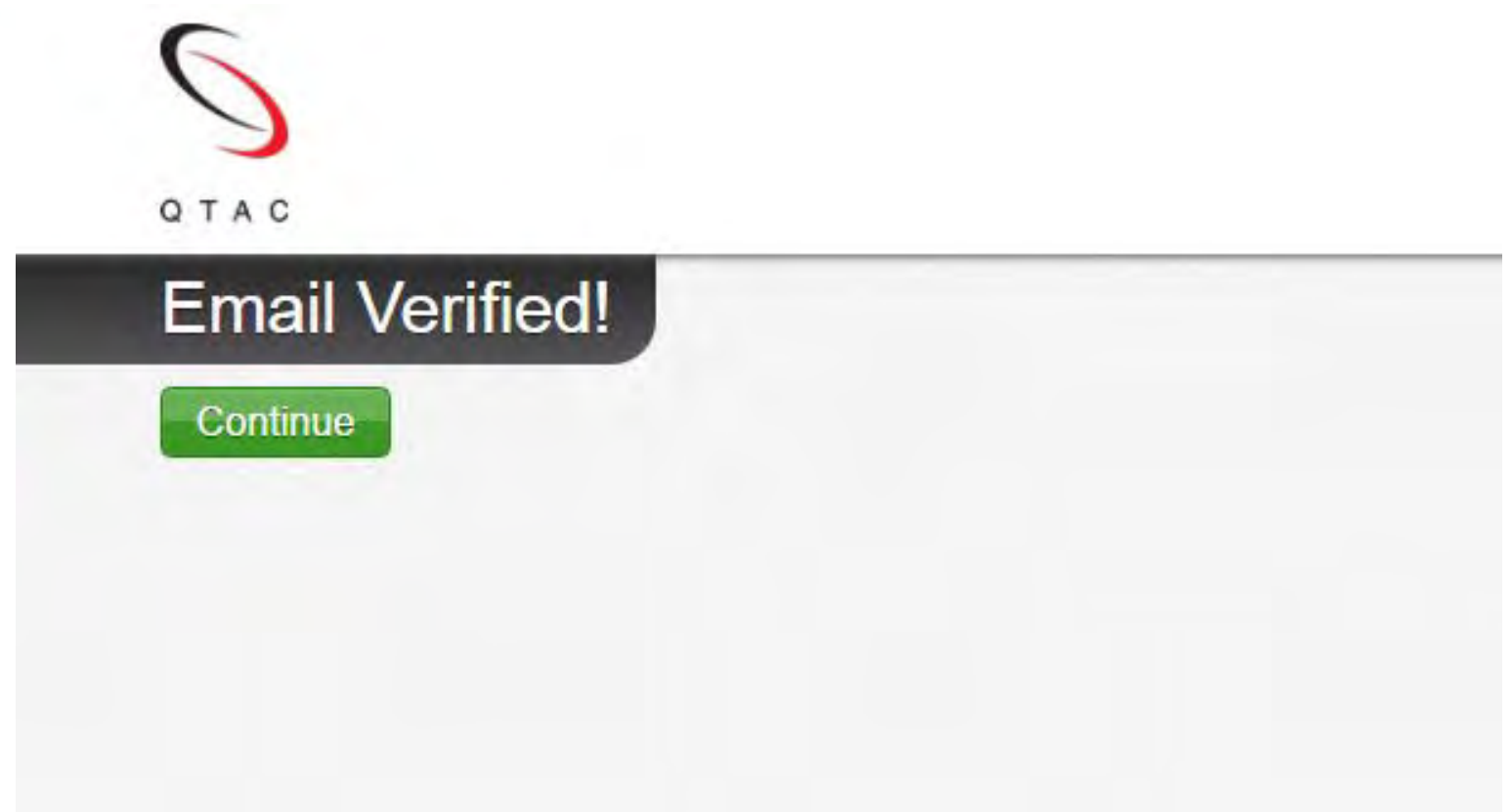
Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.



# Create your account

QTAC

You've  
successfully  
created your  
account!



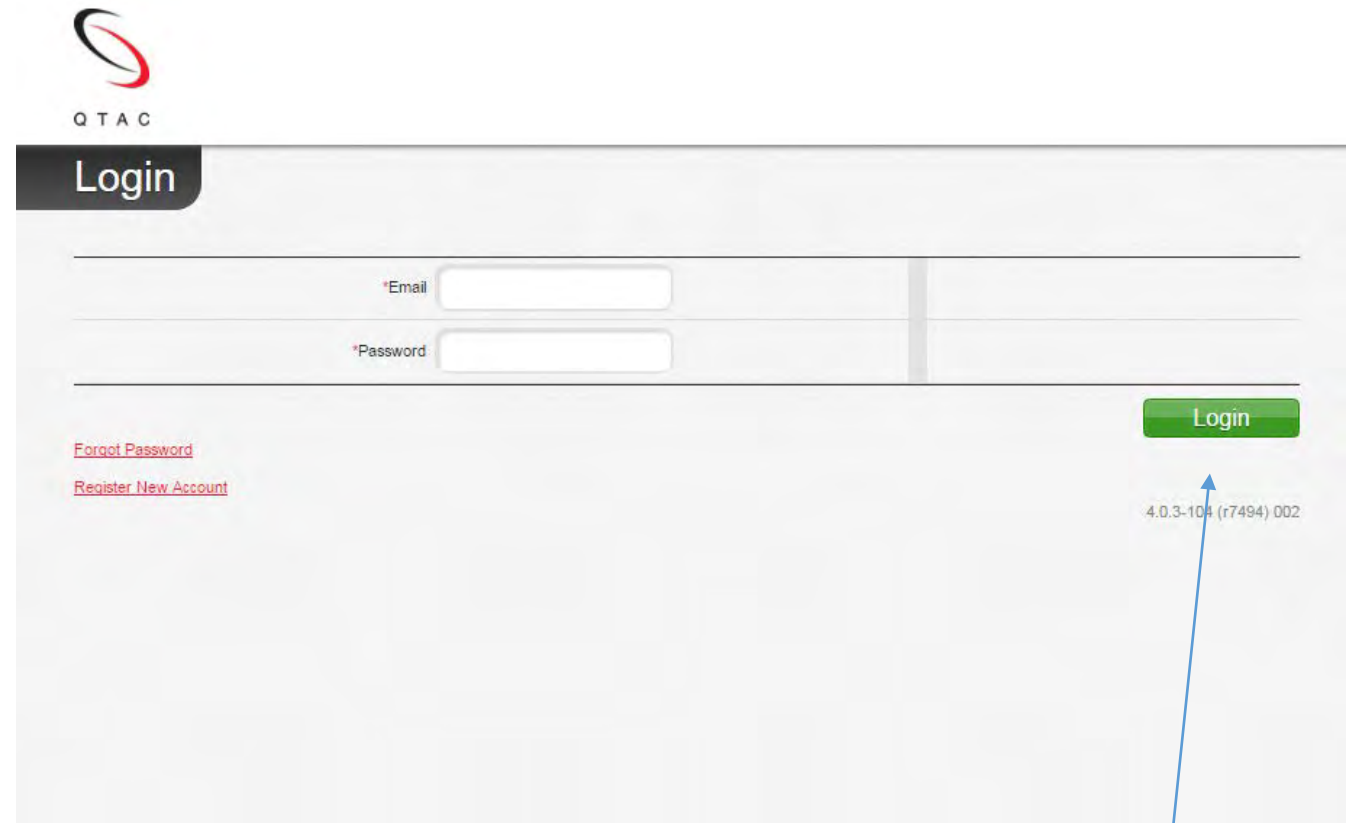
...continue

# Create your account

QTAC

Great, now to  
log in -

enter your  
email address  
and account  
password



The screenshot shows the QTAC Login page. At the top left is the QTAC logo, consisting of a stylized red and black 'Q' above the text 'QTAC'. Below the logo is a dark grey tab labeled 'Login'. The main form area has two input fields: '\*Email' and '\*Password', each followed by a white text box. To the right of the password field is a green 'Login' button. Below the email field are two red links: 'Forgot Password' and 'Register New Account'. In the bottom right corner, there is a small version number '4.0.3-104 (r7494) 002'. A blue arrow points from the text '...select Login' at the bottom right of the slide to the 'Login' button.

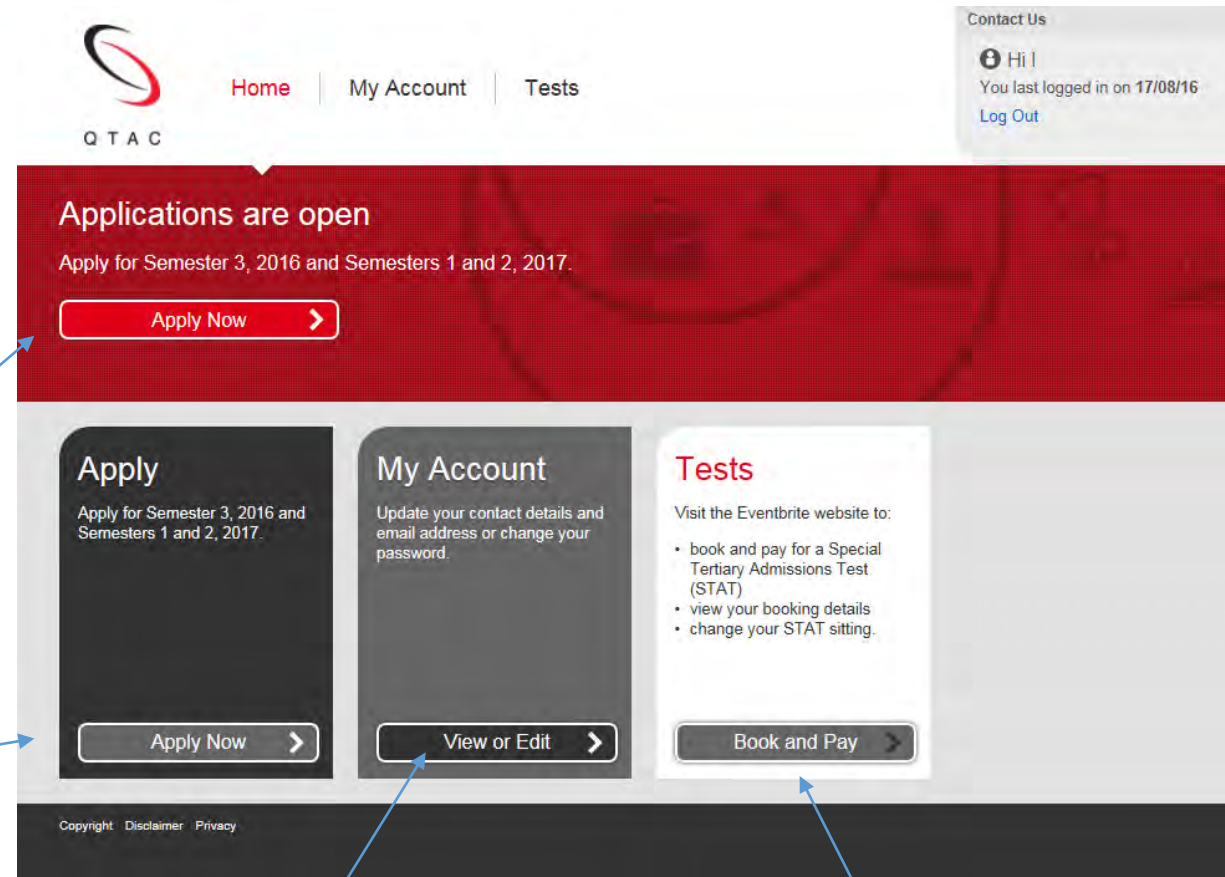
...select Login

# Create your account

QTAC

This is your  
account  
home page

Start your  
application  
here or here



Update your account  
details if you need to

Not relevant for  
most Yr 12s

# Apply now

QTAC

There are 5 sections to your application – but don't worry, it doesn't take long to complete

## Section 1 – Your personal details

Select your citizenship status

If it is any of these

- Australian citizen
- New Zealand special category visa holder
- Permanent humanitarian visa holder

you can apply through QTAC

The screenshot shows the QTAC application interface. At the top, a progress bar indicates five steps: 1. My Details (active), 2. Education and Experience, 3. Course Preferences, 4. Review Application, and 5. Submit Application. The QTAC logo is on the left, and a 'Logout' link is on the right. The main heading is 'My Details'. Below it, a red banner asks 'Should I apply to QTAC?'. A dropdown menu for '\*What is your citizenship status?' is set to 'Australian Citizen'. A green 'Continue »' button is below the dropdown. A list of red bars represents the application sections: Personal Details, Addresses, Contact Details, English Language Proficiency, Allow Permission, EAS, and Demographics. A small '\* REQUIRED FIELDS' note is in the top right corner of the form area.

...continue



# Apply now

QTAC

If your citizenship status is 'temporary visa holder' or 'other' you'll see this →

Follow these instructions to avoid applying in error

## Important message for international students

As an international student you need to [ask an institution](#) if you should apply to us or directly to them.

If you need to apply to us, select continue to proceed with the application.

Before proceeding with the application please read our [Refund policy](#) as application fees are not refunded.

« Back

Continue »

# Apply now

QTAC

Your name and date of birth will already be here, from your account

If you find errors in the mandatory fields tell your Guidance officer asap or contact us on 1300 467 822! You won't be able to edit the details yourself

Fill out your other details

The screenshot shows the 'My Details' section of the QTAC application portal. At the top, a progress bar indicates five steps: 1. My Details (active), 2. Education and Experience, 3. Course Preferences, 4. Review Application, and 5. Submit Application. A 'Logout' link is visible in the top right. The 'My Details' header is followed by a red bar with the text 'Should I apply to QTAC?'. Below this is the 'Personal Details' section, which contains several mandatory fields marked with an asterisk (\*). The fields are: Title (a dropdown menu currently showing 'Select One'), First Name (text box with 'David'), Middle Name (text box with 'John'), Family Name (text box with 'Smith'), Preferred Name (text box with 'David' and a clear 'x' button), a question 'Have you ever used any other names?' with radio buttons for 'Yes' and 'No' (where 'No' is selected), Date Of Birth (text box with '01/01/1998'), and Gender (dropdown menu with 'Male' selected). At the bottom of the form are two buttons: '« Back' and 'Continue »'. Below the 'Personal Details' section is a red bar labeled 'Addresses'.

...continue



# Apply now

QTAC

Your address details will  
already be here

These you can edit here  
if you need to

The screenshot shows the 'My Details' section of the QTAC application process. At the top, a navigation bar includes the QTAC logo, a progress indicator with five steps (1. My Details, 2. Education and Experience, 3. Course Preferences, 4. Review Application, 5. Submit Application), and a 'Logout' link. The 'My Details' section is titled and contains several form fields. A red bar at the top of the form area indicates '\* REQUIRED FIELDS'. The form includes a question 'Should I apply to QTAC?' followed by a red bar. Below this is a 'Personal Details' section, followed by an 'Addresses' section. The 'Addresses' section contains fields for '\*Residential Address Country' (set to 'Australia'), '\*Residential Address' (set to '123 Smith Street'), and '\*Suburb or Town, State or Territory and Postcode' (set to 'SOUTH BRISBANE QLD 4101'). There is also a question '\* Is your postal address the same as your residential address?' with radio buttons for 'Yes' and 'No'. Below this are fields for '\*Permanent Residence Country' (set to 'Australia') and '\*Permanent Residence Postcode'. At the bottom of the form are '« Back' and 'Continue »' buttons.

1. My Details 2. Education and Experience 3. Course Preferences 4. Review Application 5. Submit Application

QTAC Logout

### My Details

\* REQUIRED FIELDS

Should I apply to QTAC?

#### Personal Details

#### Addresses

\*Residential Address Country Australia

\*Residential Address 123 Smith Street + Add more address info (do not include suburb)

\*Suburb or Town, State or Territory and Postcode SOUTH BRISBANE QLD 4101

\* Is your postal address the same as your residential address? ☒ Yes ☐ No

\*Permanent Residence Country Australia

\*Permanent Residence Postcode

« Back Continue »

...continue

# Apply now

QTAC

You can edit or add  
phone numbers here

You can't change your  
email address on your  
account

The screenshot shows the 'My Details' section of the QTAC application portal. At the top, a progress bar indicates five steps: 1. My Details (active), 2. Education and Experience, 3. Course Preferences, 4. Review Application, and 5. Submit Application. A 'Logout' link is visible in the top right corner. The 'My Details' section includes a 'REQUIRED FIELDS' label and several red-bordered input fields: 'Should I apply to QTAC?', 'Personal Details', 'Addresses', and 'Contact Details'. The 'Contact Details' section contains three input fields: 'Contact Phone Number' (with a value of 0400000009 and a clear button), 'Mobile Number' (with a value of 0400000009), and 'Email Address' (with a blue placeholder). Below these fields are '« Back' and 'Continue »' buttons. The bottom of the form shows additional red-bordered sections: 'English Language Proficiency', 'Allow Permission', 'EAS', and 'Demographics'.

...continue

# Apply now

QTAC

Is English your first language?

If it is, select 'yes' and continue

If not, we'll ask this extra question. As you're in Year 12 you'll answer 'yes' here too

1. My Details 2. Education and Experience 3. Course Preferences 4. Review Application 5. Submit Application

QTAC

Logout

### My Details

\* REQUIRED FIELDS

Should I apply to QTAC?

Personal Details

Addresses

Contact Details

English Language Proficiency

\*Is English your first language? ☐ Yes ☒ No

\*Have you undertaken senior secondary schooling or tertiary study for at least one year that was delivered using English? ☐ Yes ☐ No

English Language proficiency is a requirement for entry to all institutions. Visit [www.qtac.edu.au](http://www.qtac.edu.au) for institution policies.

« Back Continue »

Allow Permission

EAS

Demographics

...continue



# Apply now

QTAC

Want to authorise someone to act on your behalf for your account and application?

We recommend you do, especially if you may not have internet access for a while, or will be otherwise uncontactable

You and your parents (or other authorised person) will both find it much easier if they can speak to us about your application when you want them to

The screenshot shows the QTAC application interface. At the top, a navigation bar contains five steps: 1. My Details (highlighted in red), 2. Education and Experience, 3. Course Preferences, 4. Review Application, and 5. Submit Application. A 'Logout' link is visible on the right. Below the navigation bar, the 'My Details' section is active. It includes a list of required fields: 'Should I apply to QTAC?', 'Personal Details', 'Addresses', 'Contact Details', 'English Language Proficiency', and 'Allow Permission'. Each field is represented by a red bar. Below these fields, a text box explains that QTAC will not provide information about the application to anyone except the user or an authorised person. It lists three conditions for authorisation: being 18 years or older, gaining full access to the application information, and having the ability to make amendments. At the bottom, there is a question: '\* Do you wish to authorise another person to act on your behalf with respect to your QTAC Application?'. This question has two radio button options: 'Yes' (which is selected) and 'No'. At the very bottom, there are two buttons: '« Back' and 'Continue »'.

QTAC

1. My Details 2. Education and Experience 3. Course Preferences 4. Review Application 5. Submit Application

Logout

### My Details

\* REQUIRED FIELDS

- Should I apply to QTAC?
- Personal Details
- Addresses
- Contact Details
- English Language Proficiency
- Allow Permission

QTAC will not provide information about your Application to anyone except you or someone authorised to act on your behalf. Please be aware that the person given authorisation to act on your behalf:

- Must be 18 years or older.
- Will gain full access to the information in your QTAC Application and
- Will have the ability to make amendments such as change preferences or to respond to an offer.

\* Do you wish to authorise another person to act on your behalf with respect to your QTAC Application?

☒ Yes ☐ No

« Back Continue »

# Apply now

QTAC

If you say 'yes' we'll ask  
for their details

### Allow Permission

QTAC will not provide information about your Application to anyone except you or someone authorised to act on your behalf. Please be aware that the person given authorisation to act on your behalf:

- Must be 18 years or older.
- Will gain full access to the information in your QTAC Application and
- Will have the ability to make amendments such as change preferences or to respond to an offer.

\* Do you wish to authorise another person to act on your behalf with respect to your QTAC Application?

☒ Yes ☐ No

I authorise the following person to act on my behalf in all matters relating to my current QTAC Application:

*Title	Select One ▼
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Family Name	<input type="text"/>
*Date Of Birth	dd/MM/yyyy <input type="text"/>
*Relationship to Applicant	Select One ▼

---

*Address Country	Australia ▼
*Address	<input type="text"/>
	<input type="text"/>

...continue

# Apply now


QTAC

Want to apply for the Educational Access Scheme (EAS)?

If so, select as many categories as are relevant to you

Find out more about EAS if you need to

Selecting 'financial hardship' will open more questions, so answer those too



**EAS**

**Educational Access Scheme**  
QTAC's Educational Access Scheme (EAS) can help you if your study has been affected by circumstances beyond your control. Your EAS application cannot disadvantage your QTAC application, and your information will be kept confidential and only used to assess your eligibility for EAS.

**Why apply for EAS?**  
You may receive bonus ranks to help make you more competitive for the course of your choice.  
If you are eligible under the Financial Hardship category, you may also be offered a bursary or scholarship.  
[Find out more about EAS.](#)

Select the category or categories you want to apply for. If you are unclear about a category, select it anyway. Changing your mind later won't affect your application.

**Financial Hardship** ☐

You can apply for this category if you are from a low-income background.

**Home Environment and Responsibilities** ☐

You can apply for this category if your home environment has made it difficult for you to study due to:

- family conflict
- abuse
- separation or divorce
- illness or death of a family member
- lack of stable housing, or
- caring responsibilities

**English Language Difficulties** ☐

You can apply for this category if:

- you have lived in Australia for less than 10 years, and
- your most recent study was impacted by a profound level of difficulty communicating in English.

**Personal Illness or Disability** ☐

You can apply for this category if:

...continue



# Apply now

QTAC

We're required to ask you these things

Some may be used for your application, others for government stats, or both

Some of your answers might open more questions

### Demographics

Citizenship Status Australian Citizen

\* Do you identify as belonging to the Aboriginal Peoples or Torres Strait Islander Peoples?

☐ Yes☒ No

\* Would you like information about accessing disability services at institutions?

☐ Yes☒ No

The Australian Federal Government requires this information to be collected for statistical purposes. It may be used by QTAC in the assessment of your Application if required.

\*Country of Birth

Australia

\*What language is spoken at your home?

English

\*How many parents/guardians do you have?

No parents/guardians

« Back

Continue »

...continue

# Apply Now

QTAC

## Section 2 - Your Year 12 and any other qualifications

‘Yes’ will already be selected here, as you’ve answered this question earlier

Fill out the rest of the details. The options you see will depend on the ‘state’ you are in

Enter your Queensland LUI (Learner Unique Identifier) - or equivalent Year 12 number if you’re studying a different Year 12 or interstate. **You can’t apply without it!**

The screenshot shows the QTAC application interface. At the top, there's a navigation bar with five steps: 1. My Details, 2. Education and Experience (highlighted in red), 3. Course Preferences, 4. Review Application, and 5. Submit Application. Below this is the QTAC logo and a 'Logout' link. The main heading is 'Education and Experience'. A red banner at the top of the form area says 'Current Year 12 Secondary Education'. Below this, there's a question: '\*Did you complete Australian Year 12 secondary in 2015?' with radio buttons for 'Yes' (selected) and 'No'. To the right of this question is a text box with the label 'Secondary' and a description: 'Provide your completed or due to be completed Year 12/secondary or equivalent studies (i.e. Queensland Senior, NSW HSC, GCE A Levels or International Baccalaureate)'. Below the question, there are two dropdown menus: '\*State' (set to 'Queensland') and '\*Type Of Studies' (set to 'Queensland Certificate of Education'). Below these is a text input field for '\*LUI Number'. At the bottom of the form area are two buttons: '« Back' and 'Continue »'. Below the form area is a sidebar with five red buttons: 'Secondary Education', 'Qualifications', 'Defence and Emergency Services', 'Employment', and 'Admissions Tests'.

...continue

# Apply now

QTAC

Your Year 12 details will display here again + the name of your school

If any details are wrong tell your Guidance officer asap or contact us on 1300 467 822!

If you've studied Year 12 previously – interstate, overseas, or repeat, or Year 11 in one state and Year 12 in another, for example, tell us about it here

QTAC

1. My Details 2. Education and Experience 3. Course Preferences 4. Review Application 5. Submit Application

[Logout](#)

### Education and Experience

\* REQUIRED FIELDS

Current Year 12 Secondary Education

Secondary Education

\*Country Australia

\*State Queensland

\*Type of Studies Queensland Certificate of Education

\*Name of School BILOELA STATE HIGH SCHOOL

\*Have you completed any other secondary education? ☐ Yes ☐ No

\* In which suburb, town or locality did you live in your last year of secondary study?

« Back Continue »

Secondary  
Provide your completed or due to be completed Year 12/secondary or equivalent studies (i.e. Queensland Senior, NSW HSC, overseas secondary study or International Baccalaureate).



# Apply now

QTAC

If the Queensland Curriculum and Assessment Authority (QCAA) tells us you've got other studies or certificates etc you'll see them already in your application, like this

If any details are wrong tell your Guidance officer asap or contact us on 1300 467 822!

Qualifications

Greyed-out items have been supplied by QCAA and cannot be edited. If the details of the qualification(s) listed are incorrect, please contact QTAC.

*Type of Qualification	Certificate
*Study Period	2016
*Country	Australia
*State	Queensland
*Institution	Redbank Plains State High School
*Type of Studies	Miscellaneous Qualification
*Qualification Title	Certificate II in Workplace Practices

Greyed-out items have been supplied by QCAA and cannot be edited. If the details of the qualification(s) listed are incorrect, please contact QTAC.

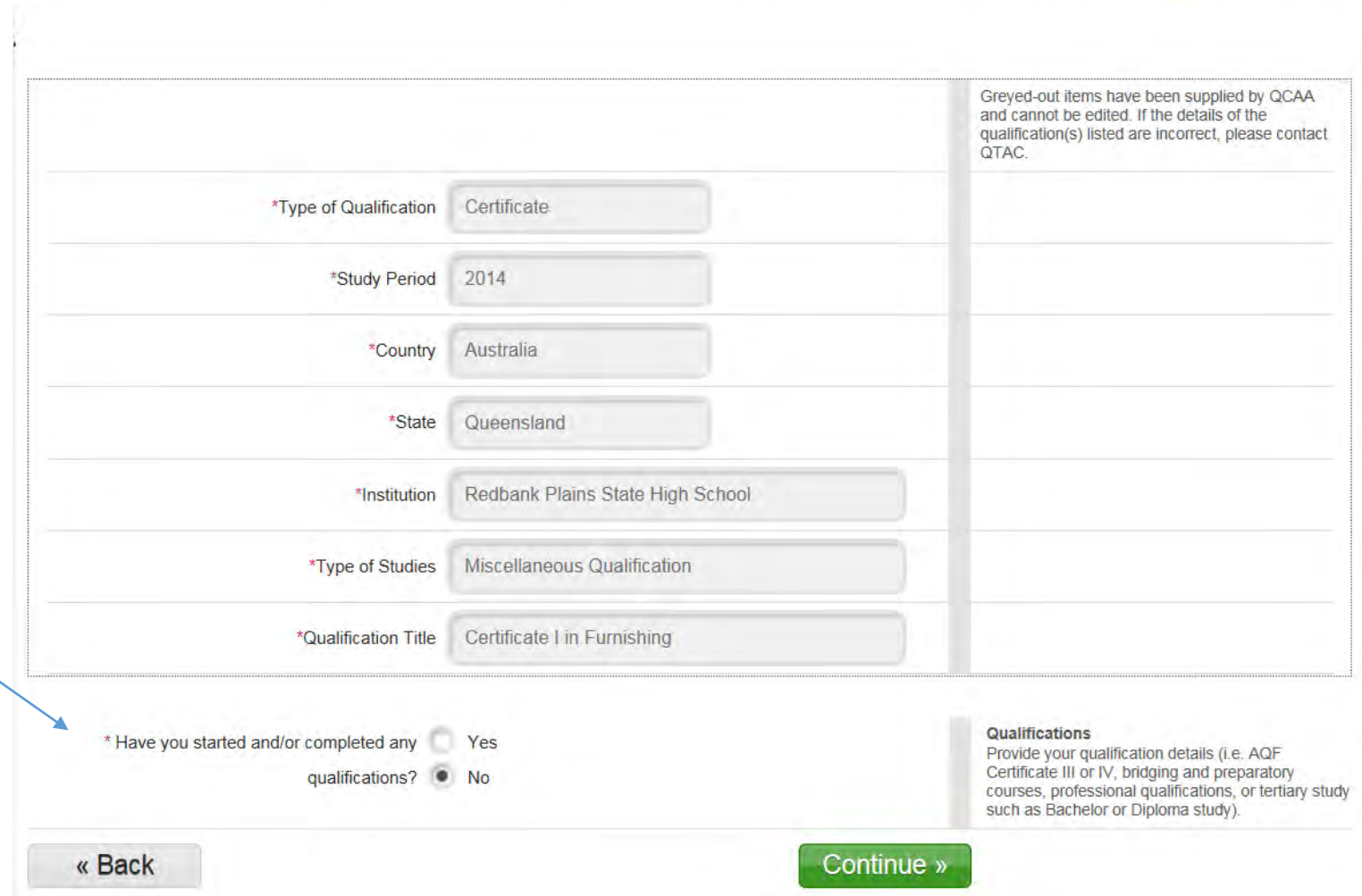
*Type of Qualification	Certificate
*Study Period	2016
*Country	Australia

# Apply now

QTAC

If you have no further qualifications to add select 'no' here

If you do have other qualifications, select 'yes' and you'll be asked to enter the details



The screenshot shows a web form for adding qualifications. The form fields are as follows:

Field Label	Value
*Type of Qualification	Certificate
*Study Period	2014
*Country	Australia
*State	Queensland
*Institution	Redbank Plains State High School
*Type of Studies	Miscellaneous Qualification
*Qualification Title	Certificate I in Furnishing

Below the form, there is a question: "\* Have you started and/or completed any qualifications?" with two radio button options: "Yes" and "No". The "No" option is selected. A blue arrow points from the text "If you do have other qualifications, select 'yes' and you'll be asked to enter the details" to the "Yes" radio button.

At the bottom of the form, there are two buttons: "« Back" and "Continue »".

On the right side of the form, there is a note: "Greyed-out items have been supplied by QCAA and cannot be edited. If the details of the qualification(s) listed are incorrect, please contact QTAC."

At the bottom right, there is a section titled "Qualifications" with the text: "Provide your qualification details (i.e. AQF Certificate III or IV, bridging and preparatory courses, professional qualifications, or tertiary study such as Bachelor or Diploma study)."

...continue



## Section 3 - Your preferences

Search for the  
courses you  
want to apply  
for here

The screenshot shows the 'Course Preferences' section of the QTAC application. At the top, a progress bar indicates five steps: 1. My Details, 2. Education and Experience, 3. Course Preferences (highlighted in red), 4. Review Application, and 5. Submit Application. A 'Logout' link is visible in the top right. Below the progress bar, the 'Course Preferences' title is displayed. A red banner with the text 'Search for Courses' is prominent. The search area contains two main options: a left column with four dropdown menus labeled 'Keyword', 'Institution', 'Area of Study', and 'Semester', each with a 'Select One' option; and a right column labeled 'OR' with a 'QTAC Course Code' input field. Each column has a 'Clear' button and a green 'Search' button at the bottom. A blue arrow points from the text 'Search for the courses you want to apply for here' to the 'Keyword' input field. Another blue arrow points from the text 'Or enter the QTAC course code here' to the 'QTAC Course Code' input field.

Or enter the  
QTAC  
course code  
here

...continue

# Apply Now

QTAC

Course Preferences					
Search Results					
QTAC Code	Course Description	Institution	Start Month	Major Offer Round	Selection
856105	Bachelor of Laws - full-time or part-time Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
856305	Bachelor of Laws/Bachelor of Arts - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt	February 2017	16 January 2017	Add
236022	Bachelor of Environmental Science/Bachelor of Laws - full-time Fee: Commonwealth Supported Place	Griffith University, Gold Coast Campus	February 2017	16 January 2017	Add

(1 of 18) 1 2 3 4 5 6 7 8 9 10

Your search may bring up several courses, like this

Click the 'add' button beside the one you want

List up to 6

# Apply Now

QTAC

This course is  
now highlighted  
and listed as  
your first  
preference

856105	Bachelor of Laws - full-time or part-time Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	
856305	Bachelor of Laws/Bachelor of Arts - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt	February 2017	16 January 2017	Add
236022	Bachelor of Environmental Science/Bachelor of Laws - full-time Fee: Commonwealth Supported Place	Griffith University, Gold Coast Campus	February 2017	16 January 2017	Add

(1 of 18) 1 2 3 4 5 6 7 8 9 10

### My Course Preferences

You must order your preferences correctly. [Learn how to order your preferences](#)

Pref	QTAC Code	Course Description	Institution	Start Month	Major Offer Round	
1	856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education <a href="#">Institution Information</a>	March 2017	16 January 2017	X

Continue »

# Apply Now

QTAC

Now 'add'  
your second  
preference etc

856105	Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	
856305	Bachelor of Laws/Bachelor of Arts - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt	February 2017	16 January 2017	
236022	Bachelor of Environmental Science/Bachelor of Laws - full-time Fee: Commonwealth Supported Place	Griffith University, Gold Coast Campus	February 2017	16 January 2017	Add

(1 of 18) 1 2 3 4 5 6 7 8 9 10

**My Course Preferences**

You must order your preferences correctly. [Learn how to order your preferences](#)

Pref	QTAC Code	Course Description	Institution	Start Month	Major Offer Round	
1	856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education <a href="#">Institution Information</a>	March 2017	16 January 2017	▼ X
2	081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt <a href="#">Institution Information</a>	February 2017	16 January 2017	▲ X

Find out how to  
order your  
preferences  
correctly

▲ ▼ - use these to  
change preference  
order

X - use this to delete  
a preference



# Apply Now

QTAC

Select the  
next page to  
find more  
courses  
matching  
your search

856105	Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	
856305	Bachelor of Laws/Bachelor of Arts - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	Add
081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt	February 2017	16 January 2017	
236022	Bachelor of Environmental Science/Bachelor of Laws - full-time Fee: Commonwealth Supported Place	Griffith University, Gold Coast Campus	February 2017	16 January 2017	Add

(1 of 18) 1 2 3 4 5 6 7 8 9 10

My Course Preferences

You must order your preferences correctly. [Learn how to order your preferences](#)

Pref	QTAC Code	Course Description	Institution	Start Month	Major Offer Round	
1	856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education <a href="#">Institution Information</a>	March 2017	16 January 2017	
2	081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt <a href="#">Institution Information</a>	February 2017	16 January 2017	



# Apply Now

QTAC

Or, scroll up to  
go back and  
search for other  
courses

Course Preferences					
<a href="#">Back to Search</a>		Search Results			
QTAC Code	Course Description	Institution	Start Month	Major Offer Round	Selection
856105	Bachelor of Laws - full-time or part-time Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	<a href="#">Add</a>
856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	
856305	Bachelor of Laws/Bachelor of Arts - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education	March 2017	16 January 2017	<a href="#">Add</a>
081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt	February 2017	16 January 2017	
236022	Bachelor of Environmental Science/Bachelor of Laws - full-time Fee: Commonwealth Supported Place	Griffith University, Gold Coast Campus	February 2017	16 January 2017	<a href="#">Add</a>

# Apply Now

QTAC

When you're  
happy with your  
6 preferences...

My Course Preferences						
You must order your preferences correctly. <a href="#">Learn how to order your preferences</a>						
Pref	QTAC Code	Course Description	Institution	Start Month	Major Offer Round	
1	856205	Bachelor of Laws/Bachelor of Accounting - external Fee: Commonwealth Supported Place	CQUniversity, Distance Education <a href="#">Institution Information</a>	March 2017	16 January 2017	▼ ✕
2	081051	Diploma of Criminology and Criminal Justice/Bachelor of Laws/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Fee paying course	Griffith College, Mt Gravatt <a href="#">Institution Information</a>	February 2017	16 January 2017	▲ ▼ ✕
3	276015	Bachelor of Human Services/Bachelor of Criminology and Criminal Justice - Distance ed Fee: Commonwealth Supported Place	Griffith University, Distance Ed <a href="#">Institution Information</a>	February 2017	16 January 2017	▲ ▼ ✕
4	232521	Bachelor of Psychological Science/Bachelor of Criminology and Criminal Justice - full-time or part-time Fee: Commonwealth Supported Place	Griffith University, Gold Coast Campus <a href="#">Institution Information</a>	February 2017	16 January 2017	▲ ▼ ✕
5	409752	Bachelor of Behavioural Science (Psychology)/Bachelor of Justice - full-time Fee: Commonwealth Supported Place	Queensland University of Technology, Kelvin Grove&Gardens Pt <a href="#">Institution Information</a>	February 2017	16 January 2017	▲ ▼ ✕
6	555480	Diploma of Justice Studies/Diploma of Government Investigations - full-time Fee: Fee paying course	TAFE Queensland Brisbane - South Bank <a href="#">Institution Information</a>	January 2017	16 January 2017	▲ ✕ 📱
						Continue »

...continue

# Apply Now

QTAC

You'll get a warning message if your preferences are not in the order of major offer round date

You should re-order them as per major offer round date so you don't miss out on an offer unnecessarily

Preferences not ordered by major offer round date

As your preferences are not ordered chronologically by major offer round date, you will not be considered for some of your preferences. Do you wish to re-order your preferences?

Selecting 'Yes' will return you to your preference list.

Selecting 'No' will take you to the next step.

No

Yes

...continue

## Section 4 - Review your application

Check once more that all the preferences and details you have entered are correct

If not, change the things you can

Tell your Guidance officer or contact us on 1300 467 822 asap about the things you can't!

The screenshot displays the QTAC 'Review Application' interface. At the top, a progress bar shows five steps: 1. My Details, 2. Education and Experience, 3. Course Preferences, 4. Review Application (highlighted), and 5. Submit Application. A 'Logout' link is visible on the right. Below the progress bar, the 'Review Application' title is shown. A red bar indicates 'Confirm Course Preferences' with a 'REQUIRED FIELDS' note. A table lists three course preferences, each with a preference number, QTAC code, course description, institution, start month, and major offer round. An 'Edit' icon is next to the table. Below the table are 'Back' and 'Continue' buttons. Further down, there are sections for 'Confirm My Details' and 'Confirm Education & Experience'. The version number '2.1.0#12 (r4014)' is at the bottom right.

Pref	QTAC Code	Course Description	Institution	Start Month	Major Offer Round
1	820139	Bachelor of Accounting - flexible delivery Fee: Commonwealth Supported Place	CQUniversity, Cairns Campus	March 2016	14 January 2016
2	820139	Bachelor of Accounting - flexible delivery Fee: Commonwealth Supported Place	CQUniversity, Cairns Campus	July 2016	2 June 2016
3	820249	Bachelor of Education (Primary) - flexible delivery Fee: Commonwealth Supported Place	CQUniversity, Cairns Campus	July 2016	2 June 2016

...continue



# Apply Now

QTAC

## Section 5 - Submit your application and pay

If your school or institution has given you a voucher, answer 'yes' here

You'll be asked for the voucher details

If not, you can pay by credit card or BPAY

If you select BPAY make sure you make your BPAY payment **as soon as possible, preferably within 24 hours**. We won't start assessing your application until we receive payment.

QTAC

1. My Details 2. Education and Experience 3. Course Preferences 4. Review Application 5. Submit Application

Logout

### Submit Application




\* REQUIRED FIELDS

#### Payment

\*Do you have a voucher to redeem? ☐ Yes ☒ No

Fees Charged	Amount (incl. GST)
Application Processing	\$36.00
Total	\$36.00
Total Payment Due	\$36.00

\* Payment Method ☒ Credit Card ☐ BPay

\*Card Number

\*Expiry Date

\*Security Code (CVV)

Continue »

...continue



# Apply now

QTAC

Your application is now lodged!

**Follow any extra instructions you find on this 'application lodged' page, or in the email we will send you very soon**

QTAC

## Application Lodged

Your application has been successfully lodged with QTAC.

Applicant Details

Name	Miss Jane Smith
QTAC Application Number	165000089

[Print](#) [Return to My Account](#)

You can print this page for your reference

Return to your account.

Log in to your account regularly for progress updates

## Year 12 application fee

3 August 2017 – 18 February 2018

\$42

19 February 2018 – 31 July 2018

\$71

## Changes of preference

First three changes

free

Fourth and each subsequent change

\$42

## How to pay for your application

- Credit card or BPAY online – when you apply.
- Prepayment voucher (your school or institution may arrange).

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

# Respond to your offer

QTAC

- 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

QTAC

You can accept, defer or reject your offer.





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 *Year 12 Guide*.

# Check and change

QTAC

After you have applied, use Application Services to

- 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

QTAC








Contact us if you need to change your

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

# Connect to QTAC

QTAC

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

 <b>Office hours</b> 8.30am – 4.30pm Mon, Tue, Thur & Fri 9.00am – 4.30pm Wed	 <b>Location</b> Level 4, 154 Melbourne St, South Brisbane	 <b>Mail</b> PO Box 1331, Milton Qld 4064	 <b>Telephone</b> 1300 467 822
 <b>Website</b> <a href="http://qtac.edu.au">qtac.edu.au</a>	 <b>Facebook</b> <a href="https://www.facebook.com/qtacinfo">/qtacinfo</a>	 <b>Twitter</b> <a href="https://twitter.com/qtacinfo">@qtacinfo</a>	 <b>Instagram</b> <a href="https://www.instagram.com/qtacinfo">@qtacinfo</a>



# Good luck

QTAC

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