

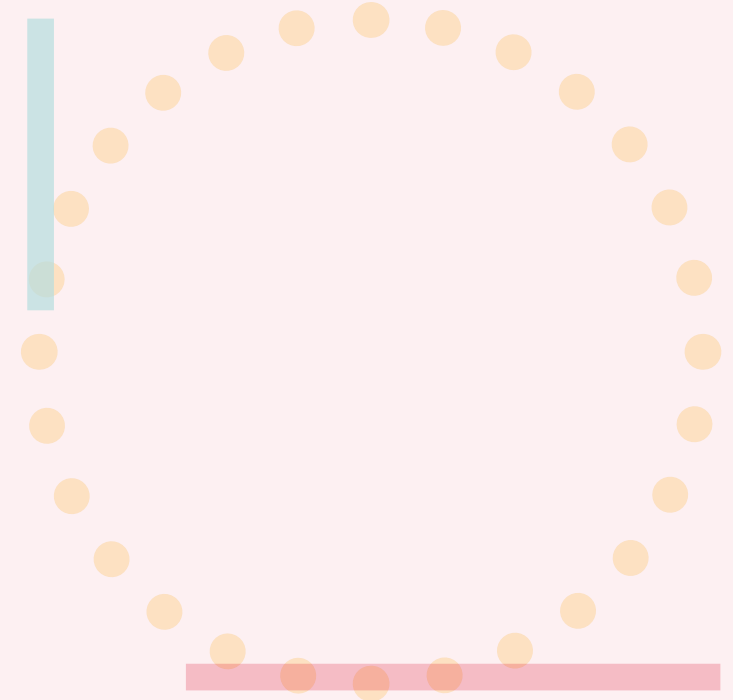


*Helping your child prepare for further education*

# Guide for parents

# Contents

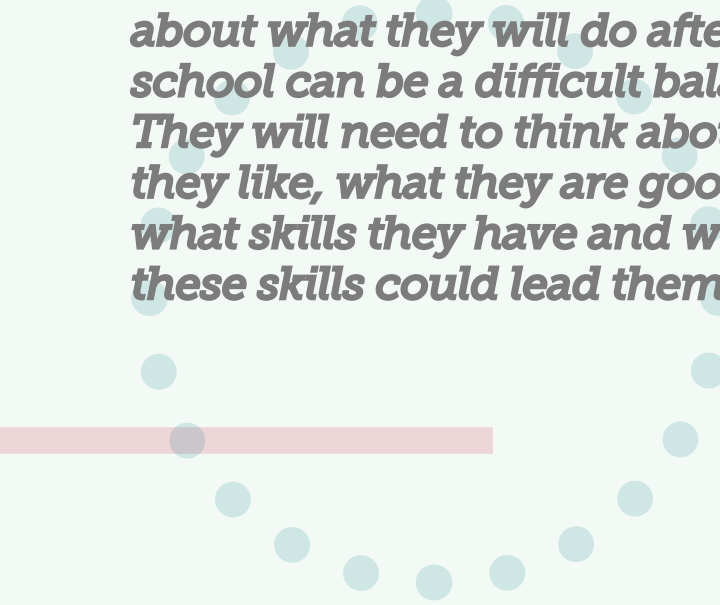
Helping your child prepare for further education	1
Introduction to students	2
Talking about careers	3
Careers of the future	4
Further education choices	5
Who can access further education?	6
Pathways	7–8
Applying for uni and TAFE	9
Applying through VTAC	10
Further education fees and costs	11
Scholarships	12
Moving away from home	13
Housing options	14
Commuting	15
The difference between school and further education	16–17
Support services	18–19
University life	20
Glossary	21



# Helping your child prepare for further education




***Your child's last few years of high school can be a stressful time for them. Managing their study commitments while also thinking about what they will do after high school can be a difficult balance. They will need to think about what they like, what they are good at, what skills they have and where these skills could lead them.***



Your child may need your support during this period. This can be daunting – especially if your child is the first in your family to think about further education.

We hope this booklet will make conversations about further education easier. This guide follows the journey your child may take from high school to further education, and offers suggestions about how you can support them through each stage. These stages include:

- **exploring** different types of further education, including university and vocational education
  - **researching** the courses available
  - **applying** for courses
  - **adjusting** to life as a further education student.
- 

We have provided information about further education providers across Victoria. Some providers may use different language and processes, so it is important to contact the provider directly for the most up-to-date information.

***Throughout this booklet we have included the stories of four families and their journey from high school to further education. Below you will find profiles of the four students, each with a link to a short video of their story.***

You can also view all four videos as a playlist. Visit [youtube.com/user/rmitmedia/playlists](https://youtube.com/user/rmitmedia/playlists) and look for 'Helping your child prepare for further education'.



**Abby**

Abby was born in the United Arab Emirates, and moved to Australia with her family in 2006. She has completed a Bachelor of Arts (International Studies) and a Graduate Certificate in Australian Migration Law and Practice. She plans to apply her strong sense of justice and community development by becoming a migration lawyer.

Abby lives with her parents Khalil and Hanaa, and her sister and three brothers. She lists her parents' support of her choice of program and being able to speak to her father about his university experience as being a great help through her studies.

[Watch Abby's story here.](#)



**Tenisha**

Tenisha was born in Melbourne to Sri Lankan parents. She is studying a double degree in Engineering (Advanced Manufacturing and Mechatronics) and Business (International Business). Her career goal is to work overseas in either artificial intelligence or animatronics.

Tenisha lives with her two sisters and her parents, Milroy and Sandya. She says: "My parents always supported my choices for my course, and never pressured me to choose a course of their preference."

[Watch Tenisha's story here.](#)

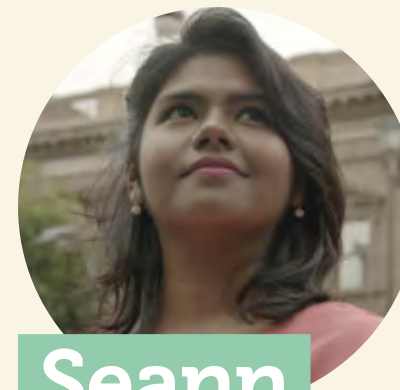


**Hollie**

Hollie grew up with three older brothers and her parents, Christine and John, in a country town two hours from Melbourne. She always wanted to live in the city, and is the first in her family to move away from home to study. She returns home whenever she can: "You can take the girl out of the country, but you can't take the country out of the girl."

Hollie completed a Certificate III in Australian Languages & Cultural Heritage, and is currently studying a Bachelor of Arts (Photography). She has a number of career goals, including completing a PhD in Linguistics, opening her own photography studio and café/bar, and finding ways of combining her passions for photography, languages and culture.

[Watch Hollie's story here.](#)



**Seann**

Seann was born in Chennai, South India, and moved to Australia with her family in 2007. She completed an Associate Degree in Business as a pathway to a Bachelor of Business (Human Resource Management). Her long-term career goal is to be an efficient and effective HR professional at a reputable international organisation.

Seann lives with her parents, Deann and Gregory, and her younger sister, Marisa. She says her parents helped her prepare for university by always listening to her and supporting the decisions she wanted to make.

[Watch Seann's story here.](#)



# Talking about careers

***What does your child like doing? What are they good at? What subjects do they enjoy at school? These questions are a great way to begin a conversation with your child about what further education or career paths they may be interested in.***

As a parent, you want the best for your child. You may have a clear idea about what kind of career you would like them to have. However, research shows that today's secondary students will change careers about five times throughout their life. For this reason, it may be useful to think of your child's future jobs as projects that they will work on for a period of time, developing as many skills as possible, before moving on to the next project.

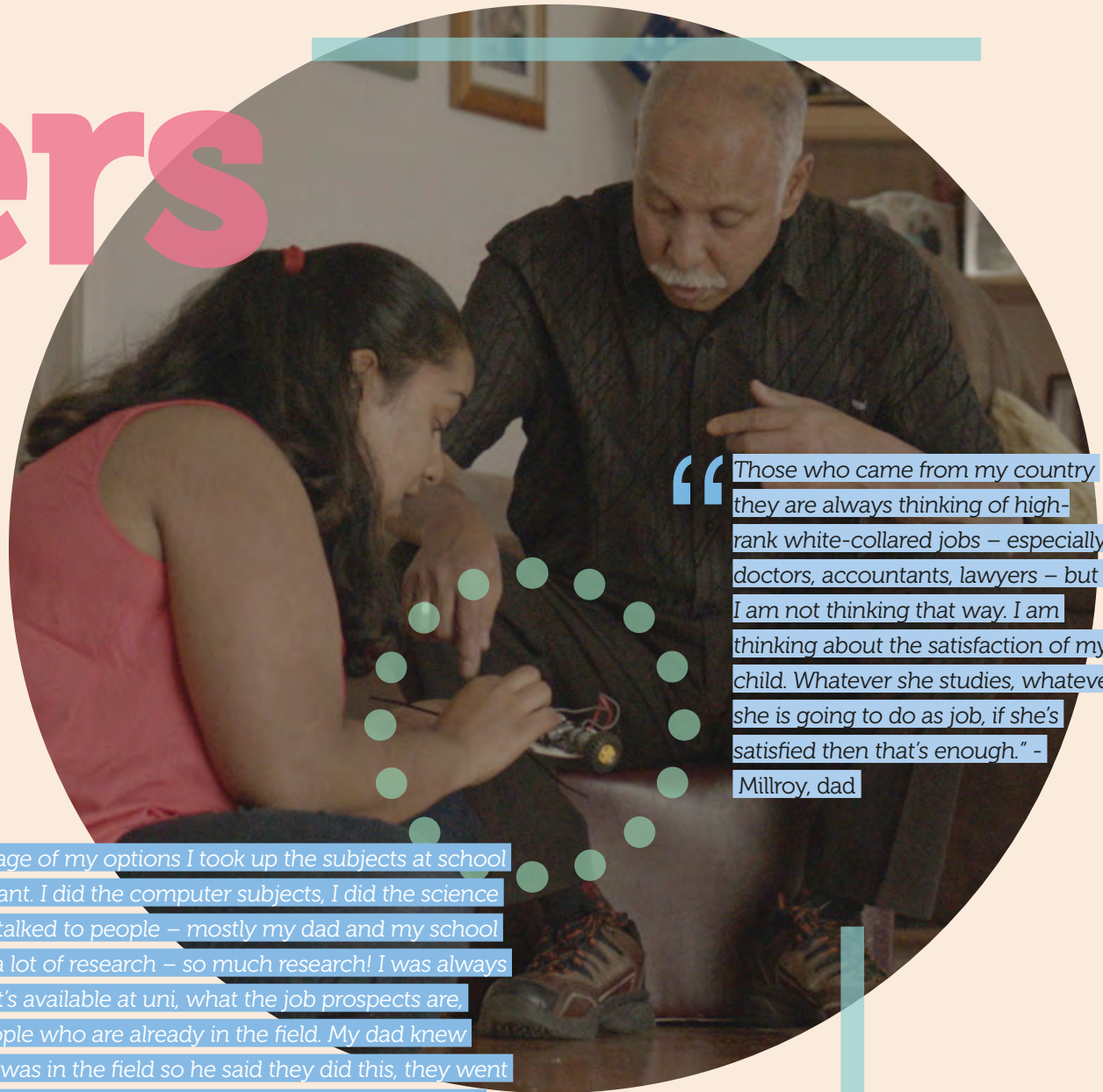
Talking with your child may reveal different interests and talents that could lead to new and exciting job opportunities. The best way to support your child is to be open, non-judgemental and willing to listen to their ideas and goals.



*To take advantage of my options I took up the subjects at school that were relevant. I did the computer subjects, I did the science subjects, and I talked to people – mostly my dad and my school teachers. I did a lot of research – so much research! I was always looking at what's available at uni, what the job prospects are, listening to people who are already in the field. My dad knew someone who was in the field so he said they did this, they went here, now this is their job. My dad has always been supportive. When it comes to studies and jobs, he's always there, he's always supporting, he's always giving advice, he's always asking work mates. Education is the number one thing to us. - Tenisha*



*Those who came from my country they are always thinking of high-rank white-collared jobs – especially doctors, accountants, lawyers – but I am not thinking that way. I am thinking about the satisfaction of my child. Whatever she studies, whatever she is going to do as job, if she's satisfied then that's enough." - Millroy, dad*



# Careers of the future

Your child's career opportunities are endless. Most of the jobs students will have in the future have not even been invented yet. Here are some jobs that may soon exist.



## VERTICAL FARMER

What is it? Grows farmland up  
What to study now? Agriculture and engineering



## SOCIAL NETWORKING EMPLOYEE

What is it? Social worker on social media  
What to study now? Social work or communications



## ANIMAL MIGRATION CONSULTANT

What is it? Creates new habitats for endangered animals  
What to study now? Zoology



## SPACE PILOT

What is it? Flies people through space  
What to study now? Science and maths



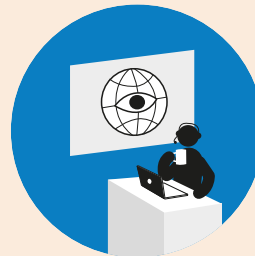
## CARBON ACCOUNTANT

What is it? Analyses carbon emissions  
What to study now? Science or accounting



## ORGAN DESIGNER

What is it? Develops human organs  
What to study now? Biomedical engineering



## PRIVACY CONSULTANT

What is it? Protects the digital information of companies  
What to study now? Information Technology



## WATER HARVESTER

What is it? Collects water from the atmosphere  
What to study now? Engineering / Environments

There are plenty of people, events and websites available to help make sense of this information. Here are two great resources to help with the first stage:

### Careers adviser

Your child's school career adviser can assist with making career and study decisions, applying for scholarships and understanding confusing terms. Career advisers offer useful information for both parents and students.

### MyFuture

This Australian Government website is a great resource for helping your child begin their career journey.

# Further education choices

*Once you and your child have talked about their interests and skills, and made a list of possible career options, it's time for the next step: what does your child need to do to reach their career goals?*

There are several options your child can take for this next step, including:

- finding suitable employment and learning on the job
- completing an apprenticeship or traineeship
- studying at TAFE or university.

Many jobs require a university or vocational education qualification. Jobs that were once available to students straight out of high school (or to students who left high school without graduating) may now need a diploma or degree. Careers advisers and university and TAFE open days can help you and your child understand what options are available.

## University

Transferrable skills allow students to follow multiple career paths

Focus on independent study

Flexibility with timetable and part-time study often available

Access to jobs that require a university qualification

## Both University & TAFE

High earning potential

Clear pathways to further study

Opportunities to study overseas

Social and professional networking opportunities

Teamwork, communication, leadership and time management skills

Workplace-relevant training

Qualifications highly valued by employers

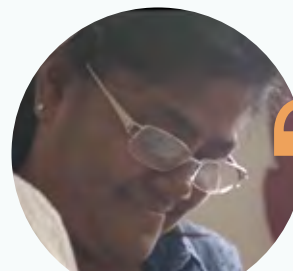
## TAFE

Focus on job-specific skills

Supportive learning environment (similar to high school)

More contact with teachers

Shorter and more affordable courses



“When she started university Seann became a very strong person.” - Deann, mum



“Through university I became more ambitious and more aware of what I was good at and what I wasn't good at. I realised my strengths were working with others and motivating students. It also made me realise that Human Resources was the field I wanted to be in.” - Seann

# Who can access further education

***Further education providers value a diverse student population. Providers welcome students from all circumstances and backgrounds, ages, cultures, religions and genders. Providers work to promote diversity and inclusion for students through scholarships, targeted support services and access schemes that improve their chances of gaining entry.***

Many providers have partnerships with secondary schools that offer students from those schools priority access to their courses. Your child should speak to their career adviser about access to SEAS and to find out if their school has any partnerships with universities or TAFE providers.

Universities and TAFE providers have large and diverse student populations. Here are some statistics about the student population of one Melbourne provider in 2014.



**Males**  
39,813



**Females**  
35,593



**Full-time**  
71%



**Part-time**  
27%



**Rural**  
10%



**Disability**  
5%



**Non-English speaking  
background**  
8%



# Pathways

***Most providers have pathways designed to help students gain entry and transition between courses at all levels. Pathways allow students to move from a TAFE (sometimes called 'vocational education') course to a bachelor level course at university.***

They can be helpful if your child is concerned they may not achieve the required ATAR to access their preferred course, or if they did not complete a prerequisite subject.

Pathways can also be useful if your child is unsure whether they would prefer to study at TAFE or university, as they offer students the ability to switch between the two.

Your child would have the option to exit study during their pathway plan and begin a career available at that level. The pathway plan means they can later return to study if they wish to gain a higher qualification.

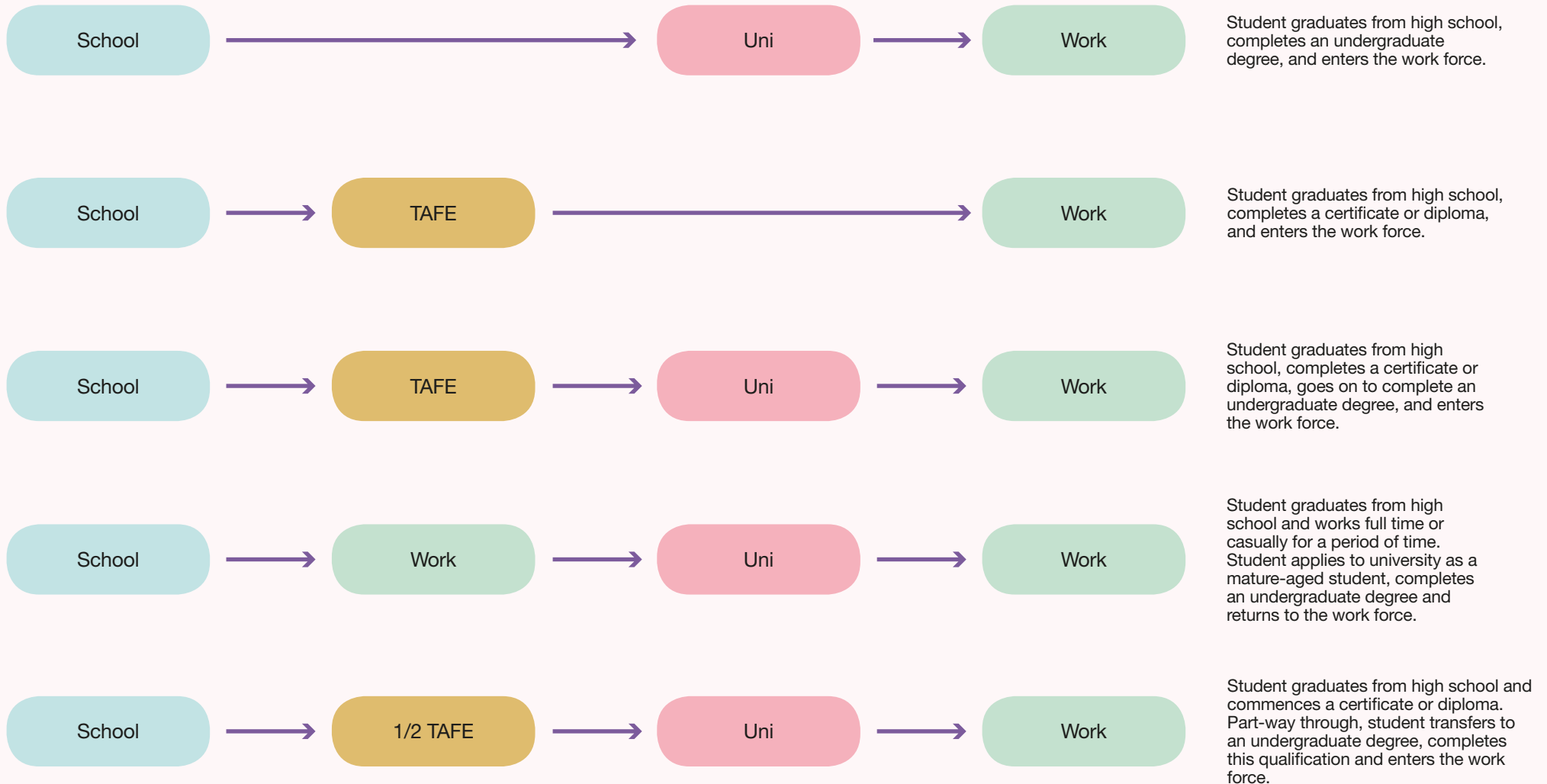
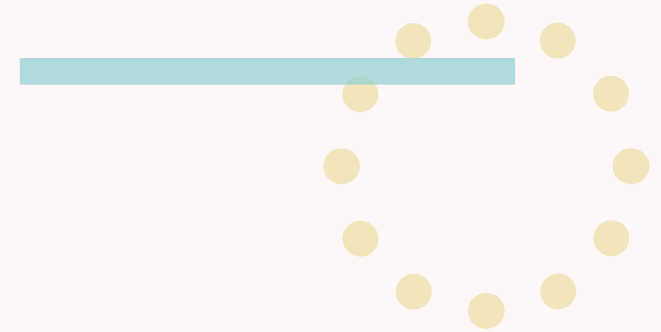
Most pathways allow credits to be used in courses at partnering universities and TAFEs. This means that students can save time and money by transferring their credits, rather than completing a similar course from the beginning.

Aboriginal and Torres Strait Islander students can chat with their local Koorie Education Support Officer (KESO) to create a career action plan, or learn about other career resources.

University and TAFE Open Days are a great opportunity to ask questions about all aspects of further education.

# Pathways

Transferring from a TAFE course to a university degree is possible at many universities, and your child's career adviser can talk to you about the different options. Here is an example of how pathways can work:



# Applying for uni & TAFE

***Once your child has decided on the courses they wish to study, they will need to make an application. Applying can be complicated: depending on the courses your child is applying for, there may be lots of dates to remember, forms to fill out and information to provide.***

## **How to apply**

Students applying for certificate IV, diploma, advanced diploma, associate degree and degree courses need to apply through the Victorian Tertiary Admissions Centre (VTAC)\*. Students can submit an online application to VTAC for up to 12 courses at all Victorian universities and vocational education providers.

Your child needs to check they meet the prerequisites and selection requirements for the courses they include in their preferences. This information can be found on VTAC's website.

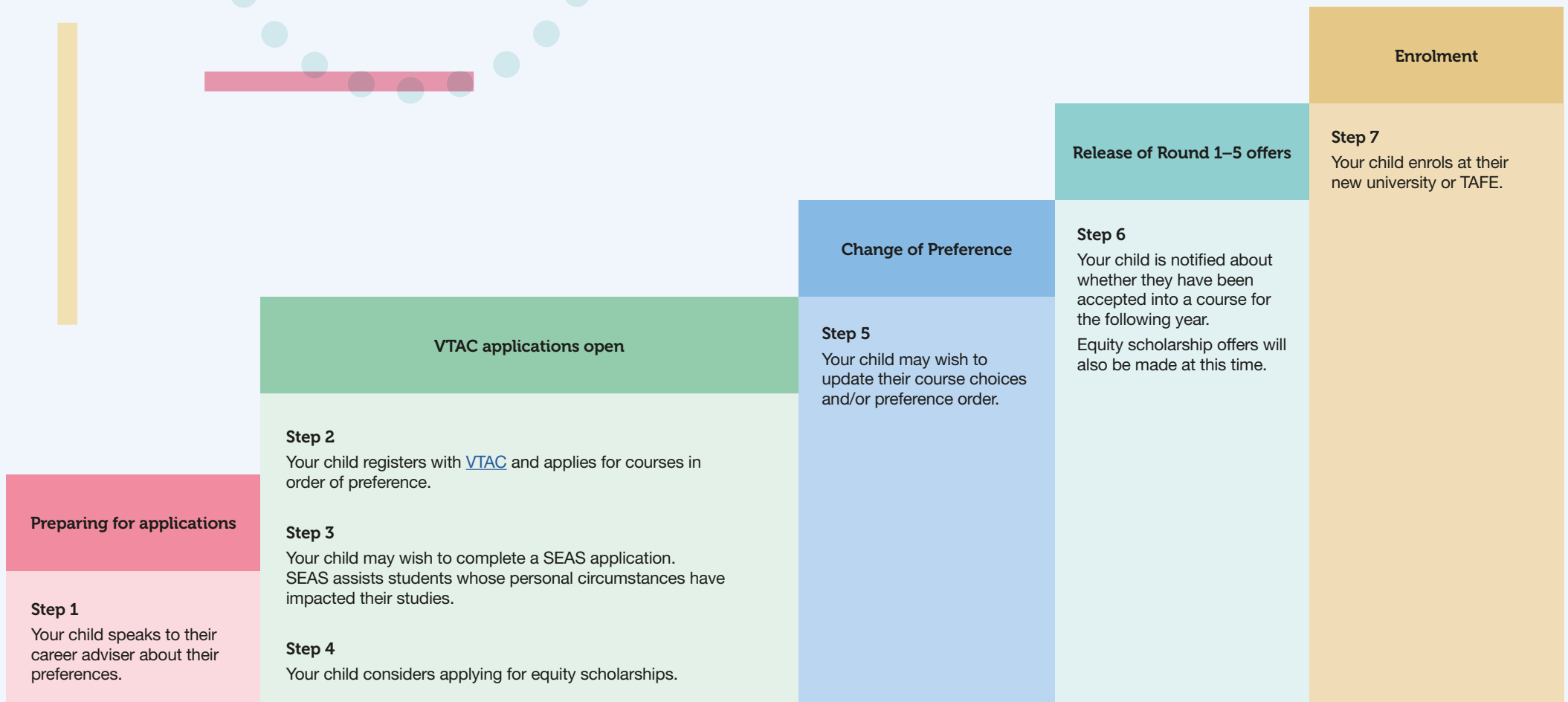
Important: You and your child need to know the closing dates for course applications, scholarships and special consideration. Late applications may not be accepted, or may have a fee.

*\* Students wishing to apply for certificate I-III courses or apprenticeships/traineeships need to contact the university/TAFE directly to find out how to make an application.*



“When I was in high school we got a lot of support from careers advisers and teachers. They really encouraged us to apply to SEAS, and that helped me get into uni” - Tenisha

# Applying through VTAC



# Further education fees & costs

***Further education can be expensive. There are fees for courses and student services, as well as other expenses for books, materials, printing and stationery supplies. Some of these costs must be paid straight away, but many can be deferred until students are earning above a certain income level.***

The following table breaks down some of the costs of further education and whether these can be deferred, or must be paid immediately.

Cost	Payment period
Course fees*	Can be deferred
Text books	Immediate
Accommodation	Immediate
Student Services and Amenities Fee (SSAF)*	Can be deferred
Field trips	Immediate
Stationery (for example lab coats, art books and tools)	Immediate

*\* Deferral of course or SSAF fees is an option for eligible students. The Study Assist website is a great resource for determining your child's eligibility for deferring fees.*

There is a lot of assistance available to help you and your child manage the fees and costs of further education. Some of these options are outlined below.

## **HELP loans**

HELP loans allow eligible students to completely defer paying their course and student services fees until they are earning above a certain income. This assistance is available to all Australian residents or holders of Australian Permanent Humanitarian Visas.

## **Centrelink**

Your child may be eligible for various support payments, allowances or concessions from the Australian Government. Contact Centrelink to find out what types of government assistance your child may be eligible for.

## **Part-time work**

Many students choose to work part-time during study. This can build important professional skills while providing your child with extra financial support. However, it is important that students maintain a good balance between work, study and life.

## **Student financial assistance**

Many further education providers provide financial assistance to students who are having difficulty paying for studying or living costs, such as utility bills, text books or an overseas study trip. Loans or grants are generally a last resort, and students are encouraged to contact student support services if they are experiencing financial difficulty.

The Australian Government's Study Assist website breaks down the costs of further education, and the types of government assistance your child might be eligible for.

[WWW.STUDYASSIST.GOV.AU](http://WWW.STUDYASSIST.GOV.AU)



**Scholarships are often overlooked as a source of financial support for managing the costs of further education.**

Merit scholarships are for students who have achieved excellent academic results. However, there are also many scholarships for students whose financial, geographic or personal circumstances have impacted on their education. These are called equity scholarships.

Applications for equity scholarships are generally made along with your child's VTAC application. Some scholarship applications are made direct to the provider, so you and your child should

regularly check the provider's scholarships website. Most applications require supporting documentation.

Scholarships help to ease the burden of costs, and allow students to focus on study rather than worrying about how to support themselves. Your child should apply for any scholarship they are eligible for. Most providers have a dedicated scholarship office, and staff are happy to speak with students about scholarships that are available.

Aboriginal and Torres Strait Islander students can access the Aspiration Initiative website, which has a great list of scholarships that are available throughout Australia. The website also has tips on how to write a good scholarship application.

[WWW.THEASPIRATIONINITIATIVE.COM.AU](http://WWW.THEASPIRATIONINITIATIVE.COM.AU)

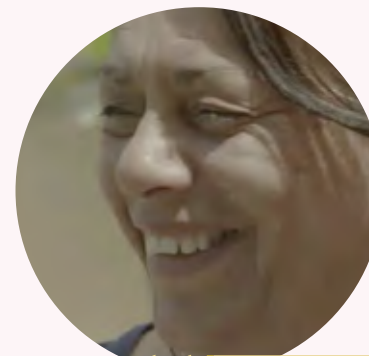
# Scholarships

## Equity scholarships criteria

- Disability or long-term medical condition
- Rural
- Refugee
- Moving away from home to study
- Low SES residential area
- Student or Parent has a health care card
- Non-English speaking background
- Aboriginal and/or Torres Strait Islander
- Carer duties
- Death of a relative or friend
- Other difficult circumstances



“I hadn't really considered the challenges of moving away from home and going to uni. The Indigenous Centre was able to help and offer scholarships and information on financial support. I was able to concentrate on my studies and get good grades.” - Hollie



“I think for Hollie, she realised she had to find a way financially to come to Melbourne. But she found a way, she had a part-time job and she saved to come to Melbourne. That was a big commitment on her behalf.” - Christine, mum

# Moving away from home

***When your child moves away from home and starts further education, it will be a big change for both of you. This is a chance for your child to meet new friends and take advantage of amazing opportunities, but there may also be some new challenges.***

If your child is considering moving away from home to study, they will need to think about:

- which accommodation option best suits them
- what financial assistance is available
- how they will manage their budget.

You can help your child by talking with them about their options, and discussing the pros and cons of different housing options.

Open Days are a great opportunity to view on-campus accommodation and talk to current students about their housing. Ask about what is included in the price, what they like about their place and what they have found difficult. Remember there are other options like homestay, living with relatives or renting an apartment.

## Getting ready checklist

- Do they have a budget?
- Can they cook a healthy meal?
- Have they got all their important documents?
- How will you keep in touch? Call? Skype?
- Can they use a washing machine?
- Do they clean up after themselves and wash their dishes?
- Are there any sports teams, clubs and societies they can join?

The Country Education Foundation website has some great tips, scholarships and financial advice.  
[HTTPS://CEF.ORG.AU](https://cef.org.au)

The Money Smart Budget Calculator helps people work out what they spend each week or fortnight in relation to their income.

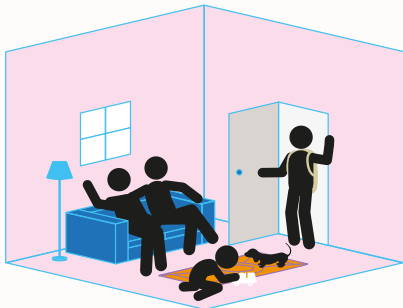
[WWW.MONEYSMART.GOV.AU](http://WWW.MONEYSMART.GOV.AU)

## Financial assistance

Living away from home can be expensive. There is assistance available to students who are considering moving away from home to study, including:

- scholarships specifically for students moving away from home to study
- Centrelink support for eligible students who are moving away from home
- budgeting to manage money for food, rent and bills.

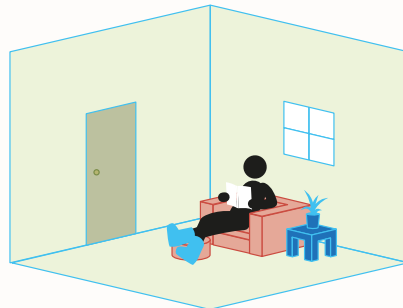
# Housing options



## HOMESTAY

### What's included?

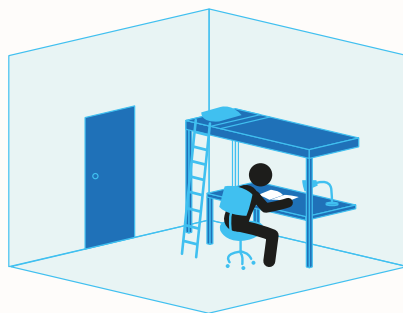
Utilities: Yes; Internet: Yes  
Meals: Yes; Furnished: Yes



## PRIVATE RENTAL

### What's included?

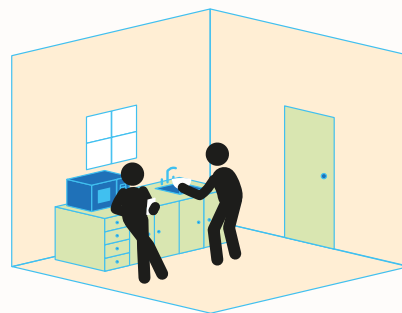
Utilities: No; Internet: No  
Meals: No; Furnished: Usually not



## STUDENT APARTMENT

### What's included?

Utilities: Usually not, may include water  
Internet: Maybe an additional monthly fee  
Meals: No; Furnished: Yes



## STUDENT HOSTEL

### What's included?

Utilities: Yes; Internet: Yes  
Meals: Usually not, check with provider  
Furnished: Yes



## SHARE HOUSE

### What's included?

Utilities: No; Internet: No; Meals: No  
Furnished: Yes, may need to furnish bedroom  
Bills are usually shared on top of the cost of rent.



“When I first said I wanted to study in Melbourne, Mum wasn't overly keen. She actually tried to convince me to do a degree just down the road. I said, 'nope I'm going to Melbourne'. I've always wanted to move out of home and I did. I think she's getting used to me not being home, but she's always worried as all mothers are. I did find it easy to get the support in Melbourne, both financially and emotionally, but at some stage I will know it's time to go home.” - Hollie



Coming to Melbourne, to the big city, was a huge step for Hollie. I think a phone call really helps though. I'll always ask: 'how you going with your studies? How you going financially? Are you looking after yourself?' I think it's really important that you communicate and you care for one another and you look after each other. Especially in the Koori community.” - Christine, mum



University housing services can help your child choose between types of accommodation, find an affordable rental or advise on tenancy issues.

# Commuting

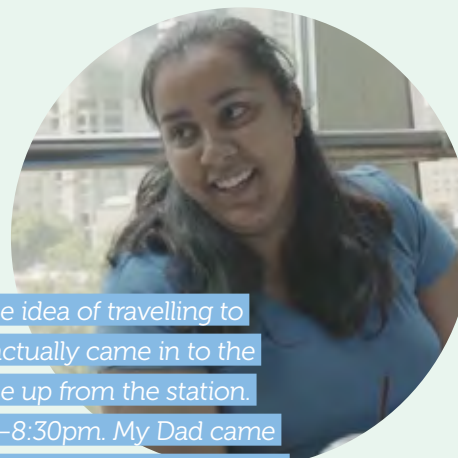
*Your child may decide that commuting from home is better for them than moving out. Will they take public transport or drive?*

Public transport	Pros	Cons
	Great opportunity to study in transit	Route may be less direct
	Cheap option, especially if travelling in the city	May take more time
	Increasingly safe due to added security and lighting at stations	May not be available in all suburbs

Drive	Pros	Cons
	Convenient and direct	Can be expensive paying for parking, fuel, insurance and tolls
	Option to car pool	Parking may be limited at some campuses

Public Transport Victoria (PTV) has a special university journey planner to help your child get to and from their campus. If your child is studying full time, they will also be eligible for a student concession card. This card means they pay less for train, tram and bus fares. A concession card also means your child will receive other discounts, such as cheaper movie tickets.

[WWW.PTV.VIC.GOV.AU/GETTING-AROUND/UNIVERSITY-TRAVEL](http://WWW.PTV.VIC.GOV.AU/GETTING-AROUND/UNIVERSITY-TRAVEL)



“I think the biggest challenge was the whole idea of travelling to university. For a couple of weeks my dad actually came in to the city and would walk me home and pick me up from the station. I think the very first lecture I had was 6:30–8:30pm. My Dad came in with me at 6:30pm and when I'd finished we walked back to the station and caught the train home. He's slowly adjusted to that, but it's probably been really difficult for him.” - Tenisha

# The differences between school & further education

***Some parts of further education can be surprising to parents and carers. University and TAFE are very different environments to secondary school, and it can take a while for you and your child to adjust to the changes.***

Many students find studying certificate or diploma courses is similar to secondary school because of the class sizes and class hours, and the level of support offered from teachers. However, universities expect students to be adult learners who can independently manage their time and assessments.

Being a successful independent learner takes practice. Most students spend their first year of a course just getting used to their new responsibilities and the standard of work expected. Students who got great grades all through secondary school may find themselves getting lower grades than they are used to, and this can come as a bit of a shock.

Talking with your child about their course, class sizes, timetable, support services, and how further education differs from secondary school will help you understand how to support them through these changes.



## What might be different

### Hours

University students may only have 8–20 contact hours (class time) each week. Depending on your child's timetable, this may be condensed into two or three days. Class times may vary between 8am and 9pm, and some classes even run on weekends.

### Attendance

Students are expected to manage their class load and their timetables independently. Teachers and lecturers usually will not mark student attendance, and you will not be notified if your child does not attend their classes. Your child may be able to watch or listen to their lectures online, meaning that they spend even less time on campus.

### Study

University students are expected to put in two hours of private study for every one contact hour, and this will increase leading up to exams. Study areas and libraries are often open late so students have a safe and quiet place to study into the night.

### Assessments

Students are expected to monitor upcoming assessments and hand them in by the deadline. Lecturers will not remind students about work that is due, or overdue.

### Class sizes

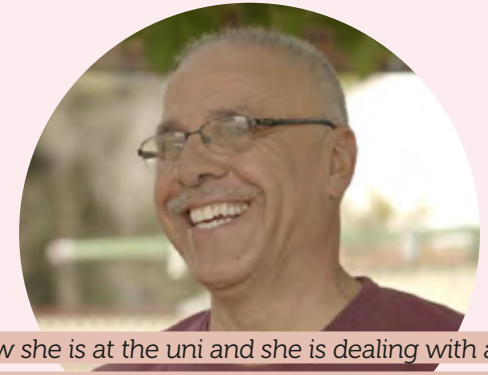
Lectures can be extremely large with more than 400 students. Tutorials, seminars and labs are usually smaller, with around 20–30 students. The university campus may be many times larger than your child's secondary school.

### Contacting the university

Parents who contact universities about their child's attendance, enrolment or financial issues will not be provided information without the student's consent because of privacy laws; you will be encouraged to talk to your child directly. Parents have no direct contact with their child's teachers.



“You go to class whenever you schedule yourself to go to class. With uni, you go to class when you want to. If you don't want to it's fine. You don't get in trouble for not going to class. I really liked going to class, but I also liked the flexibility.” - Abby



“Because now she is at the uni and she is dealing with a different spectrum of people, rather than high school with a limited number of people that she knows, she has become more independent and she is more open to people. One day she brought a friend from Italy!” - Khalil, dad

# The difference between School & further education

# Support services

***Some students enjoy being an independent learner and managing their own schedule. Others find it more difficult to adjust to their new responsibilities.***

Talking with your child about these changes will help you know how to support them. If your child feels supported on campus and at home, they will find it easier to adapt to university life.

Universities have lots of services to help students succeed in study and life. Some services may require students to make an appointment, but often students can just show up. Most university services are free, except for health services.

Here are just some of the support services that give students help and advice. Your child can chat to their student support or wellbeing advisers to find out how to access these services.

## **Housing services**

Advisers can help students find a home to rent, and help students understand their rights and responsibilities as a tenant.

## **Careers services**

Career advisers help students find part-time or casual work, write resumes and job applications, practice for job interviews and plan their careers.

## **Legal services**

Lawyers can help students with a range of legal matters including transport fines, renting and tenancy, employment law, criminal law and consumer rights.

## **Counselling services**

Confidential, one-on-one chats with a qualified counsellor help students who may be having difficulties with their studies or personal life.

## **Study and learning services**

Tutors and teachers help students with their assignments, English language skills and developing good study habits.



Aside from having my friends and positive people around me and hanging out with the right people, I accessed services like learning and development assistance. Because I come from a non-English speaking background this helped me out a lot. The other service I accessed was the counselling service. That was because the end of year thesis meant it was a very stressful time. It was [my] last subject and I really wanted to pass it. Counselling helped me a lot in that stage." - Abby

### Health services

Doctors, dentists and other medical specialists provide on-campus health care. If your child's provider does not have on-campus health services, student support or wellbeing advisers can advise on affordable off-campus providers.

### Spiritual services

Multi-faith pastoral support provides prayer rooms, religious services and spiritual guidance.

### Disability services

Disability advisers can help students with a disability succeed in their studies and be actively involved in campus life. This could include extra time to complete exams and assignments, as well as technologies to help them with assessments.

### Security services

24-hour security officers can help if students are concerned about their safety on campus.

Aboriginal and Torres Strait Islander students can access support through dedicated centres, or through Koori Liaison Officers (KLOs). Students can get study support, talk about course selection or issues with their housing. Alternatively, many spaces are set up as a welcoming place just to hang out and chat.

# Support services

# University life

***There are many opportunities for your child to meet other students on campus and make new friends. Having friends at uni will help your child feel more comfortable and happy in their course.***

University is also a chance for your child to network and meet people who may help them reach their career goals. Universities often have special events that give students the chance to meet professionals in their field. Students who take advantage of these opportunities often have the most successful careers in the long term.

Talking with your child about what they are involved in outside of class will give you a better understanding of their time commitments, and help them maintain a healthy balance between study and their personal life.

## Orientation week

Orientation is a great chance for your child to discover their new university and meet other students starting their course. Events are organised on and off campus and are a great way of helping your child to feel more relaxed on campus.

## Clubs and societies

Clubs and societies are a great way for students to meet people with mutual interests, such as hobbies, foods, religion or sports.

## Sports

Most providers have a wide range of sports clubs and facilities. For many students, sport and fitness is a great way of letting off steam and keeping healthy.

## Volunteering

Most providers have volunteer programs for students. These programs may involve peer support, mentoring or being an ambassador. These positions are highly valued by future employers and many students include them on their resume.

## Study abroad

Most universities allow students to complete some of their subjects overseas. Eligibility may depend on the student's grades and also the course they are enrolled in. Studying abroad is a fantastic opportunity for students to experience a new culture, and is very appealing to future employers. Many universities have scholarships and loans to make international study more achievable.



“ I just realised that everyone's here at the same starting position, everyone's new, everyone's scared. So it was a matter of just seeing someone and saying hi and smiling at them or sitting next to someone for a few weeks straight – which I did a lot!” - Tenisha



“ One thing that I really liked was volunteering. I made new friends, I got my first job and a certificate from the Vice Chancellor. I didn't expect that!” - Seann

# Glossary

## **Apprenticeship**

Apprentices and trainees are employed under a government-approved training contract and earn an income while studying a nationally recognised qualification.

## **Associate Degree**

An associate degree is a two-year qualification that can be undertaken after Year 12 or following a certificate or diploma course. It provides an excellent grounding in a subject area, and good employment outcomes. It is also a great pathway into Bachelor Degree courses.

## **Australian Tertiary Admission Rank (ATAR)**

The ATAR (previously known as ENTER) is an overall measure or 'rank' of a student's performance in Year 12 compared to all other school leavers in the state for that year. ATAR is the primary selection method for Year 12 students accessing further education.

## **Bachelor degree**

An undergraduate degree usually comprises three or four years of full-time study.

## **Campus**

The grounds and buildings of a further education provider are referred to as the 'campus'. Some universities have more than one campus.

## **Defer**

Students can defer the starting date of study, which guarantees them a place in a particular course for a nominated length of time – usually one year.

## **Diploma**

A diploma is generally a two-year qualification that offers students a practical and job-related education.

## **Enrolment**

Enrolment refers to the process a student follows when they formally accept their offer of a place in a course.

## **Lecture**

A lecture is an organised, formal instruction in a large classroom or lecture theatre. It is usually in the style of a talk and/or presentation, delivered by an academic.

## **Pathways**

Pathways are alternative, non-direct methods of entering a course. This may mean entering from another course or through relevant industry or life experience.

## **Preferences**

When applying, students can list up to 12 courses they are interested in studying. Courses should be listed in the order students would most like to study, with number one being most favoured.

## **Prerequisite**

A prerequisite is one or more subject of the Victorian Certificate of Education (VCE) or equivalent, which must have been successfully completed for a student to be considered for a place in a course.

## **Provider (or Higher Education Provider)**

A provider refers to a university or TAFE institute.

## **Scholarships**

Scholarships provide financial assistance to students whose personal circumstances have created barriers to accessing higher education. Scholarships are also awarded to students who have achieved excellent grades. Scholarships may also be called bursaries or grants.

## **Special Entry Access Scheme (SEAS)**

SEAS is a VTAC scheme providing special consideration to students who have experienced short- and/or long-term disadvantage that has impacted their studies. Students apply through VTAC.

## **Semester**

The teaching time of the university is called a semester. There are usually two semesters each year. Each semester is usually 13 weeks long, followed by an exam and holiday period. Some providers offer summer semesters or trimesters, which means three semesters.

## **Student Services and Amenities Fees (SSAF)**

The SSAF is a compulsory fee for students used to fund non-academic resources such as sporting activities, career services and counselling.

## **Tertiary education**

Tertiary education refers to the third stage of education, also referred to as further or higher education.

## **Tutorial**

A tutorial is a less formal session of instruction than a lecture. Tutorials are held in a classroom with a smaller number of students, and usually involve a greater level of contribution and interaction.

## **Undergraduate degree**

An undergraduate degree is the first level of further education studies at university, also known as a bachelor degree.

## **Victorian Tertiary Admissions Centre (VTAC)**

VTAC is the administrative body that manages applications for undergraduate and vocational education courses for Australian residents. For Victorian secondary school students, nearly all undergraduate and vocational education courses applications are managed through VTAC.





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It may be copied and distributed both digitally and in hard copy.

**Need more information?**

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