HOW TO LODGE YOUR QTAC APPLICATION

APPLYING

QTAC operates a year round application system. Applying through QTAC is made easy as you are able to lodge one application for up to six different courses. Information about applying, documentation, key dates, fees and qualifications can be found on the QTAC Website. (www.qtac.edu.au)

To lodge an application, please go to Online Services and select the online application.

Information regarding applying, fees and charges, documentation, alternative entry etc. is available online by viewing the information for Non Year 12.

2014 June ADMISSIONS

NON YEAR 12 APPLICANTS

Anyone not considered a current Year 12 student should apply as a Non Year 12 via the Apply-by-Web (ABW) application, by clicking on Non-Year 12 Apply Now.

STEPS TO TAKE TO LODGE YOUR APPLICATION via Apply-by-Web

1. Log onto www.qtac.com.au

2. To apply select Online Services Link

3. Click on NON Year 12 – Apply Now Link
   a. Accept Declaration

4. Click and read New Application Declaration – Accept

5. Select either
   - New application or
   - Partially completed Application (you will be required to enter your Application Number and Pin Number)

6. Select Payment Options
   a. $63 to lodge an application up to May 29, 2014
   b. Options to pay by Credit Card (pay at end of your lodgement)
c. Or BPay (Print off BPay advice slip and pay within 24 hours after lodgement – in order to keep your application current)

STARTING YOUR ONLINE APPLICATION

7. Complete Application Details
   a. Personal Details
   b. Contact Details (if you have a different mailing address to your home address – please enter).
   c. Ensure to put in you mobile number – QTAC will send you updated information via SMS re; your application
   d. Ensure your email address is current with QTAC at all times.
   e. Once you enter your email you are given your QTAC Application Number (Important)
   f. And your QTAC Pin Number (this your day of birth and your month of birth i.e. 13 September = 1309) (keep both QTAC Application Number and Pin Number in a safe place)

8. Preferences
   a. This can be completed in two ways
   b. If you have the QTAC code for the area of study enter the code 
      i.e. QTAC Code: 707001 – Arts (Ref: UQGUIDE 2014)
   c. IF NOT – Enter the University you wish to study at, then the area of study (for instance Science or Business) then select the program)
      • Please ensure you: Include the month and year you wish to start
   d. You can make up to 6 preferences for programs you wish to study
      • Preferences can be changed any time prior to QTAC cut off dates

9. Qualifications – Collect all your documentation prior to completing this section
   a. Enter a complete list of all your qualifications from:
      i. high school,
      ii. Bridging - Please Note: Step by step guide for students, on how to enter your TPP course under bridging qualifications at the end of this document.
      iii. tertiary study whether you have completed a whole year or not
   b. List Professional Qualifications and Employment
   c. Personal competencies (PCA)

10. Admissions Test – STAT Test is one of the alternative entry qualifications and will only be used if it increases your chance of selection – this test is optional
    a. Optional cost of $138.00
    b. If you take this test, it may increase your rank
       QTAC will take the highest Rank i.e. if you received 86 from TPP and 82 from the STAT Test – QTAC will take your TPP rank.
Special Tertiary Admissions Test (STAT)

The Special Tertiary Admissions Test (STAT) is a two-hour aptitude test that assists applicants in demonstrating their potential for tertiary study and helps tertiary institutions in making their selection decisions

A STAT result **may or may not improve your chances of selection**. You can sit the test once per year. Your highest results will be used in assessing your QTAC application.

Please note that STAT results can take a minimum of 2 to 3 weeks to be received at QTAC and applicants should allow sufficient time to have results available for offer rounds when choosing their STAT sitting.

11. Lodgement of Application

   a. Review and change any part of your application through the tabs
   b. Review all your application details – carefully check everything
   c. Print a copy
   d. Lodge application
   e. Verification of the application
   f. If paying by Credit Card – pay know
   g. Click yes to lodge
   h. Confirmation of lodgement
   i. Print all cover sheets
   j. Pay by BPay within 24 hours or straight away.
STEP BY STEP GUIDE HOW TO ENTER YOUR TPP COURSE UNDER – BRIDGING QUALIFICATIONS IN QTAC APPLICATION:

1. Year started – i.e. 2013
2. Year finished – i.e. 2014
3. Course name – Tertiary Preparation Program
4. UQ College Student Number – i.e. s4295007
5. Click – course completed
6. Click on the - ? Place of Bridging Studies
7. Click on Australian Institution
8. Click on Queensland
9. Click on – Type of Bridging Studies - ?
10. Click on – University of Queensland Preparation Program
11. Click OK
12. Click Add

Continue with:
All other relevant qualifications or
Professional qualifications and
Employment or
Personal Competencies (PCA)
Payment

Payment can be made:

1. At the time of application by credit card (MasterCard and Visa only). Please note that pop up blockers should be set to allow www.qtac.edu.au.

2. BPAY - if you select BPAY, you can pay via your bank or financial institution. You can also pay using cheque/money order or in person at QTAC or by credit card via Current Applicant online services. You will not be considered for tertiary offers until full payment is received by QTAC.

Preparation

Before you commence your ABW application you should take some time to prepare. To complete your application successfully you will need the following:

- a valid credit card (MasterCard and Visa only)
- your academic/qualification details (e.g. where, when and what you studied)
- awareness of whether you will be required to provide documentation to support your application so that you can provide them as soon as possible
- some idea of your course preferences

Please note that each QTAC application you lodge in different admissions will have a different QTAC application number. You cannot use an application number from a previous admissions period.

Documentation

QTAC can obtain most Australian Year 12 and tertiary results directly from the education provider. See the Institution List for institutions and years from which QTAC can access results. Please note that if you owe institutional fees your results may be withheld from QTAC by the institution. Where QTAC cannot obtain the information directly from the education provider you must provide the documentation.

Documentation should be submitted as soon as possible. For offer round information and due dates to submit documentation, please see Key Dates.

Cover Sheets

Each document sent to QTAC in support of your application must have its cover sheet attached. Cover sheets will generate at the end of the online application for all the documentation you need to submit. You can print your cover sheets at the end of the application or after your application is lodged via Current Applicant online services.
Document tracking
After applying, you can access Current Applicant online services to track your documentation for your qualifications. This service will also report on the assessment progress of your application. You will receive feedback on documentation received and if it is assessable for tertiary entrance. You can also view a movie about Tracking Your Application.

Fees
Please note that a $34 fee will be charged every time QTAC requests further documentation if the documents provided are insufficient. Where tertiary results are withheld from QTAC due to outstanding institution fees, the documentation fee will apply.

Documentation guidelines
- attach the documentation to the correct QTAC cover sheet
- documents should be mailed or delivered to QTAC in person
- documents that are emailed or faxed to QTAC will not be accepted
- send copies only; do not send original documents as they will not be returned
- any documents you submit become the property of QTAC and will not be returned
- documents lodged with QTAC in previous years have not been retained and need to be resubmitted
- If your application or documentation contains false, incorrect or misleading information, QTAC may cancel your application, any fees paid will not be refunded and you may be excluded from applying to QTAC for a period of up to two years. Please see the Applicant Declaration for more information.

In all cases QTAC reserves the right to sight an original document.

Foreign qualifications
Any qualification undertaken in a foreign language must be documented by a copy of the original transcript and accompanied by a copy of an official translation in English.

Please note that extract translations are not acceptable, full translations are required.

The following qualifications will require documentation to be submitted if QTAC cannot obtain your results. Please check the Institution List for details.

- Secondary Studies - a copy of your certificate of results showing all subjects undertaken, results achieved (including failures), and proof of award/completion of your Senior/Year 12 or equivalent certification.
- Bridging and Preparatory Studies - a copy of your academic record showing all subjects undertaken, results (including failures), a key to the grading system, name of the award and proof of award/completion if applicable.
- Tertiary studies - a copy of your academic record showing all subjects undertaken, results (including failures), a key to the grading system, name of the award and proof of award/completion if applicable. If you were ever excluded, refused further enrolment or place on academic probation, you should provide a statement to QTAC giving reasons why you believe you can now study successfully. Some institutions may take this into account when assessing your application.
• **Certificate, Advanced Certificate or other studies** - a copy of your academic record showing all subjects undertaken, results (including failures), a key to the grading system, name of the award and proof of award/completion if applicable.

• **Trade and Traineeships achieved since 1995** - a copy of an academic record showing all subjects undertaken, results (including failures), a key to the grading system and proof of award/completion of your AQF qualification (e.g. Certificate III) from your Registered Training provider.

**NOTE:** Memoranda of results or transcripts downloaded from the Internet are not acceptable.

The following qualifications must be documented:

• **STAT** - a copy of your official statement of test results for STAT sittings administered by an agency other than QTAC prior to 1996.

• **English Language proficiency Tests** - To demonstrate English language proficiency, you can undertake a English Language proficiency examination. You would then provide a copy of your official statement of test results. Alternatively you can provide other evidence of English Language ability (e.g. substantial work experience in an English speaking country. Refer to Employment on how to document this. You should also provide a letter detailing why you should be exempt from providing documentary evidence.

• **Trades and Traineeships**
  Qualifications achieved prior to 1995 (prior to the implementation of the Australian Qualifications Framework (AQF)) - you will need to provide a copy of your Trade/Traineeship completion certificate from the relevant government or issuing body, such as Training and Employment Queensland.
  **NOTE:** A TAFE Statement of Attainment is insufficient to document a completed trade or traineeship.

• **Other Postsecondary and Professional Qualifications**
  Health care qualifications - registered and enrolled nurse, dental therapist or assistant, veterinary nurse training;
  Police, Fire, Merchant Marine, Civil Aviation and Defence force ranks;
  Creative Arts qualifications in music, dance, speech and drama; (for creative arts qualifications evidence of an accompanying theory qualification may be required. Please contact QTAC Information Services for further details).
  Language qualifications - translating and interpreting or language proficiency; Membership of Professional Associations for which qualifying examinations were undertaken
  You will need to provide a copy of the documentation of the qualification.

• **Employment** - a statement of service that is dated, on official company letterhead and outlines the position you held, duties performed, type of employment (full-time, part-time or casual). Please refer to Employment experience for more information.

• **Educational Access Scheme** - for most categories, you must complete the Educational Access Scheme cover sheets and attach supporting statements.

• **Personal Competencies Assessment** - submit your PCA statement addressing the six PCA categories together with supporting documents and referee statements.
Completing an **ABW** Application

The **ABW** facility appears as a series of filing cards, each covering a separate topic. You progress through the application by answering the relevant question or clicking on the "Continue" button provided.

- Select your payment option.
- Complete your application details for each card.
- **Review** your details. If you wish to make any changes to your application, you can do so now. After reviewing your details and checking it is correct, you can then **lodge** your application. If paying by credit card you must make your payment before your application is lodged.
  
  **Note:** Your application has not been lodged until you see the **Confirmation of Lodgement page**

- Print your **Confirmation of Lodgement** and any other documents that have been provided for printing.

Documenting Your Application

- You will be advised on your **Application Review** if any of the qualifications that you have listed in your application will require supporting documentation. Once you lodge your application, the **Confirmation of Lodgement** sheet will provide you with links to cover sheets that match these qualifications. These are to be printed and attached to the documents when forwarding them to QTAC.

- There will also be a link to a sheet titled **Documentation Guidelines** that gives you the details on how to document the variety of qualifications accepted for assessment by QTAC. You should print this page for later reference.

- Documentation should be submitted as soon as possible. If an applicant is requested by QTAC to supply further documentation because the documentation provided does not conform to the guidelines, this will attract the **separate submission of documents** fee.
Fees

2013/2014 Admissions

ABW application (includes three changes of preference)
- 1 August 2013 to 27 September 2013 - $63
- 28 September 2013 to 31 January 2014 - $138
- 1 February 2014 to 4 July 2014 - $63
- fourth and each subsequent change of preference - $34
- Separate document submission fee - $34#
- Personal Competencies Assessment - $34

STAT
- Special Tertiary Admissions Test (STAT) - $138
- STAT change of sitting request - $40
- STAT replacement results - $56 (from 1 July 2013)

Workshops
- STAT Preparation Workshop - $154.00
- PCA Preparation Workshop - $88.00

Publications
- QTAC Guide 2014 - $18
- Tertiary Prerequisites 2016 - $7

Other Fees
- Assessment of Qualifications Service - $116 (from 1 July 2013)

# Please note that the fee will be charged each time QTAC requests further documentation to be supplied if the documentation provided does not conform to the Documentation Guidelines.

Payment Options

Payment can be made:
- at the time of lodging the application with either MasterCard or VISA
- by choosing BPAY® and after lodging your application, paying by cash or EFTPOS AT QTAC's office, or with a money order, or via BPAY (internet banking) or paying by MasterCard or VISA (via Current Applicant online services or by phoning QTAC).

BPAY

If you nominate to pay your application processing fees by BPAY, your application will not be considered until payment is received. Payment should be made by 25 September 2013 to avoid the higher processing fee.

All QTAC fees include GST
Technical Requirements

- You will need a compliant browser (eg Internet Explorer, Firefox, Google Chrome, Safari) with specific settings enabled.
- You will need access to a printer to print a review of your application and any cover sheets.
- The latest version of Java is installed and your browser is Java enabled.
- A screen resolution of 1024 x 768 or higher
- Browser pop-up blockers should be set to allow access to www.qtac.edu.au
- Macintosh users will only be able to access the ABW service if you are running Mac OS/X, version 10.5 or higher is recommended.

Technical Requirements for Online Services

Compliance Test

To verify whether your computer is compliant with the main requirements necessary to use QTAC's ABW, TTT and Current Applicant online service, click on the Compliance Test button.

Computer Requirements

The following are QTAC's recommendations regarding hardware and software for using ABW, TTT and Current Applicant online service. Lesser configurations than indicated below may work (for example Windows 95 with Internet Explorer version 5.0 and the appropriate upgrades) but not all combinations have been tested. However, the software settings must be as shown below.

Minimum System Requirements
- English language version of Windows XP, Vista 7, Mac OSX 10.X
- Has internet connection

Monitor Screen Resolution

To ensure you are able to view the Scroll Bars and Continue buttons within the services, your screen area needs to be set at least at 1024 x 768 pixels or higher resolution. Please review and change your screen resolution, as required.

Software Settings

Web Browser

ABW, TTT and Current Applicant online service are written in the Java language. In order for this to work on your computer you will need appropriate versions of your chosen web browser and Java.

Generally, it is best practice to maintain the highest available version of your chosen web browser. You can obtain the latest versions of the browsers here:
- Internet Explorer
- Firefox
- Google Chrome
- Safari

To determine the version number of your browser:
- Click on the Help menu, then select About <browser name>
- You will see the version number in the pop-up window

Getting Java
If you do not have Java installed on your PC, you may obtain Java at no cost from www.java.com/en/

You may also receive a pop up below if you open ABW, TTT or Current Applicant online services and do not have the required minimum version of Java installed. The pop up will ask you if you wish to install Java. You should click on the Install button so you can download Java from www.java.com/en/.

Required Browser Settings
In order to use QTAC's ABW, TTT and Current Applicant online service you must have:

- Java enabled
- JavaScript enabled
- Cookies enabled
- SSL enabled
- Pop-up Blockers temporarily disabled

Computer Access
If your computer is not compliant with QTAC's technical requirements, you can use our public access PCs at our office in Milton, or if outside Brisbane, you may be able to access the Internet through tertiary institutions, public libraries, or internet cafes.