

Dear Year 12 Graduate,

We wish you all the very best for your results. Please read this bulletin carefully because it contains valuable information for December, January and beyond.

VCE RESULTS AND ENTER

VCAA and VTAC offer you a range of options to access your VCE results and ENTER, - by phone, Internet or SMS. **You will need your student number and PIN.**

Phone Access – to get your results and ENTER call 1900 957 888. (cost \$1.93 per minute)
Available from 7.00am, Monday 14th December until 5.00pm Thursday 17th December.

Internet Access – this service is free and is available 24 hours a day, from 7.00am Monday 14th December until 12 noon Monday 21st December. The Web address is www.vcaareresults.vic.edu.au

SMS Service – You must pre-register for this service. Registrations open at 9.00am Monday 16th November and close at midnight Sunday 13th December. To pre-register send a text message with your student number (eight digits, not the letter), space, pin (four digits) then send to 19 787 888 (cost \$1.10). You will receive confirmation message of your request. You will receive your results from 7.00am Monday 14th December

A copy of your VCE results and ENTER statement will arrive in the mail from Tuesday 15th December.

Post Result Enquiry Service. (PRES)

If you have questions after receiving your results and ENTER you can contact PRES by phone 9651 4640 or 1800 653 080 (freecall) or email pres.vcaa@edumail.vic.gov.au at the following times,

7.00am – 6.00pm	Monday 14 th December
9.00am – 6.00pm	Tuesday 15 th December
9.00am – 5.00pm	Wednesday 16 th December
9.00am – 5.00pm	Thursday 17 th December

Please note you cannot access your VCE results or ENTER through PRES.

ASSISTANCE WITH CHANGE OF PREFERENCE AT ST KEVIN'S COLLEGE

Should you need assistance with Change of Preference, please telephone the College on 9822 0911 for an interview time. Ms Mooney and Mrs White will be available for 20 minute appointments. These can be booked in early December, should you wish.

The Careers Department will be open the following times, please note appointments are necessary.

Telephone enquiries only	9.00am – 11.00am	Monday 14th December.
Appointments	11.20am – 4.00pm	Monday 14 th December
	9.00am – 4.00pm	Tuesday 15 th December
	9.00am – 4.00pm	Wednesday 16 th December
	9.00am – 4.00pm	Thursday 17 th December

Between now and the release of results, we shall be available to assist you with course interviews, job interviews and any other transitional issues. Students may book for the **Interview Skills Session** being held on Thursday 19th November from 10am to 12noon if relevant to their course entry. Some students may also wish to attend the Responsible Service of Alcohol Course to be held at the College on Tuesday 8th December between 9am and 1pm at a cost of \$40. To book for either of these courses please come to the Careers Office, email or telephone.

Once again we wish you all the very best for your results and the future. Please remember the Careers Department is happy to assist past collegians as well.

Yours sincerely,

Ms Mooney, Mrs White and Ms Callahan
Careers Department

YEAR 12 END OF YEAR CAREERS BULLETIN 2009

Please read the following information carefully, as it summarises what is involved over the next few weeks. Many of you will be considering your options leading up to the Change of Preference period. Below you will find:

- Change of Preference Information Procedures at various tertiary institutions.
- New courses not in the VTAC Guide.
- Where direct application can be made.
- When the careers department will be available for Change of Preference period.

KEY DATES 2009 – 2010

- 14 December** Results and ENTER available electronically.
- 15 December** Results and ENTER statement sent to you in the mail.
- 14-17 December** Assistance available at St Kevin's for Change of Preference.
- 30 Nov-21 Dec** **Change of Preference closes at 12noon Monday 21st December.** Remember even if you wish to add only one course you must enter your **entire** updated preference list in the preferred order.
- 18 January 2010** First Round Offers. This will be available:
- On the VTAC website, **MyInfo from 9pm**
 - Printed in Melbourne metropolitan newspapers
 - Posted to you

Should you need assistance on this day, Mrs White will be available at St Kevin's from 10.00am, 19th January.

From 18 January We recommend that you accept your first round offer by following the instructions in your letter of offer, even if it is not your most preferred course. Often this can be done on line. You will still be in the running for a course higher on your list of preferences in the second and supplementary rounds, although these are few. Approx. 90% of course quotas are filled in the first round so do not rely on later offers.

Enrolment is a totally separate part of the process. Details of **when** and **how** to enrol will be sent to you in your provisional offer letter in January, 2010. Please make sure you follow the procedures set out in the letter. To confirm your place in the course you must enrol at the correct time and place. Make sure you consult the University/TAFE handbooks before you enrol. These are available on the web or visit the Careers Centre on January 19, 2010.

If you do not act it will be assumed that you are not interested and you will forfeit your offer automatically.

- 5 February** Second round offers available on VTAC website, **MyInfo** from 2pm.
- 5 -23 February** Supplementary offers.

Irregular Offers

If you now want a course lower on your list of preferences, or not on your list at all, you will have to apply for an **Irregular Offer** directly to the institution concerned. You can print a personalised Irregular Offer form when you login to **MyInfo** from the 18 January 2010 on the VTAC website (Refer to page 33 of your VTAC Guide or call us.) The ability to gain a place through this process is limited and you will need to seek an interview with the course selection officer for the university course you wish to study and lodge the form with that person. Remember you can only submit one application for an Irregular Offer. If you are considering applying for an Irregular Offer, please discuss this first with Mrs White on 19 January.

Supplementary Offers

Supplementary offers are made after Round 2. You could receive a Supplementary Offer from one or more courses or institution, if you have not received a previous offer (Early, Round 1, Round 2) or an Irregular Offer and have given VTAC permission to release your application to all courses with vacancies. Supplementary Offers are processed weekly and you will be advised via *MyInfo* as well as receiving a letter. To accept the offer you must follow the instructions in your offer message.

Direct Applications

There are some Tertiary Institutions have courses available through Direct Application only. This may be a consideration for you if you do not receive the offer of your choice and you would like to negotiate a pathway into a particular course for 2011. Some TAFEs, Independent Providers and Year 13 Colleges such as Brighton Bay may Certificate and Diploma Courses available by Direct Application. Please check the websites for each institution to find out availability.

Change of Preference Procedures

The change of preference period allows you to reassess your course preference list and revise your initial application. It is an opportunity to find out more about courses before you commit to a final choice.

Now that you know your results, do you want to change your preferences, add or delete courses or change the order of your preferences?

Take time to study the VTAC Guide again. You may wish to include new courses that you have not considered before or known about when you lodged your initial application.

If you require additional information or advice, visit the Careers Centre during Change of Preference week or contact the tertiary institutions directly. Ms Mooney and Mrs White will be available from 14-17 December.

Many courses are offered by more than one institution, at more than one campus. You may be studying there for 3 or more years so make sure you feel comfortable with your choice of institution and location.

When doing your preferences, if you decide to change them, list your most preferred course as number one and others in descending order. You may list a maximum of 12 preferences. Don't list a course you wouldn't be prepared to accept. Consider TAFE courses also. The TAFE Courses Directory is available from the Careers Centre.

Check course requirements, particularly prerequisites and extra requirements. **Some courses cannot be added during the change of preference period because of their extra requirements.**

A change of preference replaces your September preferences, so be sure to list all courses for which you wish to apply.

Enrolment

Each University and TAFE provides advice on when and how to enrol. Please consult the individual websites for details. Remember at enrolment you will need a **Tax File Number** (TFN) if you wish to access HECS-HELP or FEE HELP and defer payment of your University/TAFE fees. If you have not applied for a TFN, please come to the Careers Department for an Application Form.

For example the following University of Melbourne link will take you directly to the page:
<http://www.futurestudents.unimelb.edu.au/school/aust.html>

Check the following website for Monash University enrolment, www.monash.edu.au/monash2010. Some faculties do have online enrolment, this information is under heading WES (Web enrolment system)

Deferment

If you wish to defer your offer you must advise the course in writing. Not all courses can be deferred, so be sure to check with the Course Selection Officer and follow the procedures for that institution as outlined in the VTAC Guide