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.

2013 ADMISSIONS

Associate Degree in Business starting in September 2013

QTAC Code:- 752302

Semester 1 or 2, 2013.

Information on courses, fees, key dates will be published in the new QTAC Guide and on their website. The QTAC Guide listing courses and application information is available to purchase from QTAC.

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. $60 to lodge an application
   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
   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
   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 $110
    b. If you take this test, it may increase your 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.

UQ College - Business Development
Lodgement of QTAC Application Online June 2012
STEP BY STEP GUIDE HOW TO ENTER YOUR TPP COURSE UNDER –
BRIDGING QUALIFICATIONS IN QTAC APPLICATION:

1. Year started – i.e. 2012
2. Year finished – i.e. 2012
3. Course name – Tertiary Preparation Program
4. UQ College Student Number – i.e. s4295007
5. Click – course completed
6. Click on the - ?
7. Click on Australian Institution
8. Click on Queensland
9. Click on Other Queensland Institution
10. Click on – Type of Bridging Studies - ?
11. Click on – Other bridging or Preparation Student course
12. Click OK
13. Click Add

Continue with:

All other relevant qualifications or
Professional qualifications and
Employment or
Personal Competencies (PCA)