Mr David Russell | Director of Administration / Student Adviser

Careers News 12 December 2013

Your UAC ‘how to’ Guide
For 2013 NSW HSC students

FIND OUT YOUR ATAR OR LIMITED ATAR.

From 8am on Thursday 19 December 2013 you can access your ATAR or Limited ATAR on UAC’s website.

UAC’s website – visit www.uac.edu.au

Follow the online instructions. The only changes to you are your Internet access charge. You’ll need your:

■ UAC application number if you have applied to UAC or your HSC student number (if you have not applied to UAC), and
■ UAC PIN.

By mail

If you indicated on your HSC Entry form that you wanted to be notified of your ATAR, you will receive an ATAR Advice Notice on Friday 20 December 2013.

If you are eligible for a Limited ATAR – see p.6 of your UAC 2013–14 Guide, you will receive a Limited ATAR Advice Notice in a separate envelope the same time as your ATAR Advice Notices are delivered.

Apart from your ATAR or Limited ATAR, your Advice Notice will show:

■ a list of the courses that were eligible to be included in your ATAR/Limited ATAR;
■ the number of units of each course that were included in the calculation of your ATAR/Limited ATAR.

TALK TO INSTITUTIONS ABOUT COURSE OPTIONS

UAC’s participating institutions are available in December and January to answer questions about your course options. Contact details for the institutions are shown over the page.

CHANGE YOUR PREFERENCES

Read the frequently asked questions about changing preferences on the back page of this booklet.

To change your preferences using UAC’s website, you’ll need your UAC application number and UAC PIN.

QUESTIONS ABOUT YOUR HSC RESULTS

If you have questions about your HSC results, visit the HSC Results section of the Board of Studies NSW website (www.boardofstudies.nsw.edu.au) for detailed information, or call the HSC Results Inquiry Centre on 1300 13 83 23.

Wednesday 18 December 8am – 5pm
Thursday 19 – Friday 20 December 8am – 5pm
Saturday 21 – Sunday 22 December closed
Monday 23 December 8am – 5pm
Tuesday 24 December 8am – 12pm
Wednesday 25 – Thursday 26 December closed
Friday 27 December 8am – 5pm
Saturday 28 – Sunday 29 December closed
Monday 30 December 8am – 5pm
Tuesday 31 December 8am – 12pm

The Board of Studies will continue to respond to 2013 HSC inquiries from 9 January 2014.

QUESTIONS ABOUT YOUR ATAR

When you receive your ATAR you may have some questions. First read the booklet 40 About your ATAR, which answers most of the frequently asked questions.

If you still have questions, call UAC’s ATAR Advice Centre on (02) 9792 3500:

Thursday 19 December 8.30am – 6pm
Friday 20 December 8.30am – 4.30pm
Saturday 21 – Sunday 22 December closed
Monday 23 December 8.30am – 4.30pm
Tuesday 24 December 8.30am – 12pm
Wednesday 25 – Thursday 26 December closed
Friday 27 December 8.30am – 4.30pm
Saturday 28 – Sunday 29 December closed
Monday 30 December 8.30am – 4.30pm
Tuesday 31 December 8.30am – 12pm

Make sure you have your UAC application number or HSC student number when you call the ATAR Advice Centre, otherwise we may not be able to help you.

WHAT TO DO IF YOU DON’T HAVE...

Your UAC application number

Call UAC on (02) 9792 0000. After confirming your identity, we will provide you with your UAC application number or your UAC application number.

Your HSC student number

This is on your Higher School Certificate Academic Record, reporting your preliminary course and your school can confirm this. Otherwise, immediately, they will provide you with your HSC student number. Your HSC student number cannot be given to anyone except you.

Your UAC PIN

If you applied through UAC, use Check & Change on UAC’s website at www.uac.edu.au to have your UAC PIN sent to your email address. You can also have your UAC PIN released by calling UAC on (02) 9792 0000. After confirming your identity, we will provide you with your UAC PIN. If you can’t confirm your identity, you will be guided to write to UAC to have your UAC PIN be revoked, or you can apply to UAC in person.

If you apply to UAC in person to have your UAC PIN released, you will need photocopied photocopy. UAC is located at 5920, 2/9 Parkview Court, Sydney Olympic Park. Office hours are 8.30am – 4.30pm Monday – Friday, Sydney local time.

Send written requests to UAC, Locked Bag 112, Silverwater NSW 2128. Include a copy of your photo identification, your Australian date of birth and your signature.

Remember:

If you have not received your UAC PIN, and you need to have it released, make sure you do so immediately.
Changing preferences

FREQUENTLY ASKED QUESTIONS

Q1 What is the deadline for changing preferences?
You can change your preferences for consideration in the Main Round of offers until midnight on Saturday 4 January 2014.
For deadlines for other offer rounds visit www.uac.edu.au/undergraduate/offers or read page 41 of the UAC 2013–14 Guide.
Some courses have closing dates earlier than UAC’s deadlines. Check the course descriptions on UAC’s website before adding any new courses. Your new course preference may also have additional requirements such as questionnaires, interviews or tests.

Q2 What if my ATAR is better or worse than expected?
Check last year’s cut-offs for the courses you are interested in. These are shown in Table 1 of the UAC 2013–14 Guide, starting on page 59, and in the course descriptions on UAC’s website. Use last year’s cut-offs as a guide when considering your preferences. Remember that cut-offs indicate the lowest rank accepted for entry into the course – they do not represent the average ability of the students accepted for the course.
As well as changing the order of your preferences, you can add or delete courses. You can move up to nine preferences. Your preferences may include the same course/area of study at nine different institutions or nine different courses at one institution. The choice is yours.

Q3 Does the order of my preferences matter?
Yes, your preferences in the order in which you want them to be considered. Put the course you would most like to do first, then the course you would next like to do, and so on. It is because during the selection process your preferences are considered one at a time in the order in which you have them listed on your application.
If you are not selected for your first preference you will be considered equally with all other eligible applicants for your second preference, and so on. Your chance of being selected for a particular course is not reduced because you placed a course lower on your preference list.

Q4 How do I change my preferences?
You can change your preferences through Check & Change on UAC’s website at www.uac.edu.au/check-change (no charge other than your internet access charges).
You’ll need your UAC application number and UAC PIN.
You cannot change your preferences by telephone, letter, fax or email.

Q5 Can someone change preferences on my behalf?
Yes, but you must provide UAC with written authority for someone to act on your behalf. If you didn’t already do this when you applied or after you applied, write to UAC, Locked Bag 112, Silverwater NSW 2128. Include your UAC application number, name and signature and the name and signature of the person you are authorising to act on your behalf.

Q6 When are Main Round offers released?
Main Round offers will be available on UAC’s website from 10am on Thursday 16 January 2014. Main Round offers will be published in The Sydney Morning Herald and The Daily Telegraph, with a supplement in The Newcastle Herald and The Canberra Times, on Friday 17 January 2014.

Q7 How do I accept my offer?
Follow the instructions provided by the institution making the offer. You must accept your offer by the date specified in the instructions otherwise you may lose your offer.

Q8 What if I don’t receive a Main Round offer?
You will automatically be considered for all your preferences again in the January Round and February rounds for semester 1 study, providing the courses you have as preferences still have vacancies.
The deadlines for changing preferences for these rounds are available at www.uac.edu.au/undergraduate/offers or on page 43 of the UAC 2013–14 Guide.

Q9 If I receive a Main Round offer, can I accept my offer and also change preferences for consideration in January Round 3 and the February rounds?
Yes, UAC advises you to accept your Main Round offer. You can then also change your preferences for January Round 3 and the February rounds. You do not jeopardise your chances of receiving another offer by accepting your Main Round offer.
If you receive an offer in one round and accept it, and then receive an offer in a later round, you can either:
- keep your previous offer and not accept your new offer, or
- withdraw from your previous offer and accept your new offer.
You don’t need to change your preferences if you want to be considered for preferences higher than your offer. So, if you receive a Main Round offer for your first preference, you will automatically be considered for your first and second preferences again in the January Round 3 and February rounds if those courses have vacancies.
Do not assume you will receive an offer in January Round 3 or the February rounds – it depends on whether there are vacancies. Also, the cut-off for a course in these rounds could be less than, greater than, or the same as the cut-off in the Main Round.

Q10 I received a slipback offer. What does this mean?
Some institutions may make slipback offers to a pathway course if you’re not eligible or competitive enough for the course to which you’ve applied. This means that you may receive an offer to a lower-level course instead of the course in your preferences; for example, if you applied for a degree you may receive an offer to a Diploma or lower-level course in a similar area. Read 3.4 on page 19 of the UAC 2013–14 Guide or visit www.uac.edu.au/undergraduate/faq/offers-slipback.

Q11 What if I don’t receive an offer to study in semester 1?
Your application will remain valid throughout the admissions period until July 2014. Offers will be made for courses starting in the second half of the year. Simply change your preferences if you’re interested in courses starting in the second half of the year.

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Information for Year 12 Students about the ATAR

UAC recently released a document for 2013 HSC students entitled “Your UAC ‘how to’ Guide”. It is reproduced at the end of this Careers newsletter and is also available online at the UAC website at www.uac.edu.au/undergraduate/atar/. It provides contact information about the ATAR and HSC results in addition to tertiary contact information and details about changing tertiary institution preferences.

The following article is from UAC about the ATAR release

2013 ATAR release

Get ready for your ATAR

Are you one of the almost 55,000 NSW HSC students waiting to find out your ATAR or Limited ATAR? We want to make this as easy as possible for you, so here are a few tips.

When

Your ATAR or Limited ATAR will be available on our website from 9am on Thursday 19 December 2013.

We’ll also post your ATAR Advice Notice to you and you’ll receive this from Friday 20 December 2013.

How

You’ll need your UAC application number (or your HSC student number) plus your UAC PIN to log in to our website.

If you can’t remember your UAC PIN, use Check & Change on our website to have it sent to your email address. You can also ask us for it over the phone or in person. When you phone...
we’ll ask you questions to confirm your identity. If you come to UAC in person we’ll ask you for photo identification.

If you’ve lost your UAC application number, call us on (02) 9752 0200. Again, we’ll need to confirm your identity.

We’ll be extremely busy when ATARs are released so if you need to contact us about your UAC PIN or application number we recommend you do it now.

Your HSC student number is printed on your School Certificate Record of Achievement. Your school also keeps a record of it. You can also, call the Board of Studies NSW on 13 11 12. After confirming your identity, they’ll give you your number.

UAC and the Board of Studies NSW cannot give your UAC PIN, UAC application number or HSC student number to anyone except you.

**What does it all mean?**

The ATAR tells you how well you’ve achieved in the NSW HSC compared with the students who started Year 7 with you. For example, if you receive an ATAR of 70.00 you know you are in the top 30 per cent of your cohort.

You might find that you and your friend receive similar HSC marks but that your ATARs are very different. This is because the strength of the competition in the courses you have chosen is different. For example, in one course a HSC mark of 70 might mean you have received a higher mark than 80 per cent of the candidates for that course. In another course the same mark might mean you have received a higher mark than only 50 per cent of the candidates. So your HSC marks are similar but your ranking is very different.

Tertiary institutions use the ATAR to help them select applicants to their courses. That’s why it’s called the Australian Tertiary Admission Rank.

To find out more read our frequently asked questions about [The HSC and the ATAR](#).
After you receive your ATAR

Need to talk to someone?

Not everyone receives the ATAR they expect. If you’ve got questions about your ATAR you can call our ATAR Enquiry Centre on (02) 8736 5900 after 8:30am on Thursday 19 December right up until Tuesday 31 December. Check our website for opening hours.

Remember, before we can help you we’ll need to know your UAC application number or HSC student number and UAC PIN.

Changed your mind about what you want to study?

Once you know your ATAR you might want to change your course choices.

You can change your course preferences as many times as you like through Check & Change on our website. Do this before midnight on Saturday 4 January 2014 if you want your preferences to be considered in the Main Round of offers on Thursday 16 January 2014.

If you haven’t applied for any courses through UAC but you now want to study in semester 1 2014, there’s still time to apply. Check the key dates page for application deadlines. The final deadline for semester 1 applications is Friday 21 February 2014.

Don’t forget to give us your documents

If you apply for courses that require you to provide us with printed documents, you need to do this by 4.30pm on Friday 10 January 2014 to be considered for an offer in the Main Round. Make sure they’ve been correctly verified.

Find out more about your ATAR

Visit our website to check out our videos, read frequently asked questions or read one of our brochures.

UMAT 2014

Registrations are now open for those students who would like to sit the UMAT Test in 2014. The UMAT Test is used specifically to assist with the selection of students into medicine and some Health Science degree programs at undergraduate level at certain universities. In terms of those students at school, the UMAT Test is not for students in Year 11 but for those in their final year of schooling. Registrations for UAT close on at 5pm on 6th June 2014. The Test is to be held on 30th July 2014. An information booklet is available at the UMAT website www.umat.acer.edu.au. It is important to be aware of the rules and regulations for those wanting to sit the UMAT test e.g. ID is required.
Avondale Bachelor of Nursing

New to Avondale in 2014 - Sydney Adventist Hospital Clinical Education Centre

From Semester 1, 2014, Avondale Bachelor of Nursing students will have access to brand new facilities and an ultra-modern training environment in the new Clinical Education Centre. This new training Centre will allow student nurses to develop enhanced critical thinking and decision making abilities, learn to respond to emergency scenarios, and develop best-practice clinical skills for lifesaving patient care. New facilities include two auditoriums, new classrooms, library and a simulation centre. It will also feature innovative and purpose-built furniture and information and technology services in the near future.
Career Opportunities in Construction and Property Services

Article courtesy of MyCareerMatch – Dec 2013

**Occupation Profile**

**Construction (% of industry total)**

- Labourers 16.1%
- Machinery Operators and Drivers 7.8%
- Clerical and Administrative Workers 10.3%
- Technicians and Trades Workers 51.8%
- Managers 9.3%
- Other 4.7%

*Source: ABS Labour Force*

**CONSTRUCTION Industry - 10% growth in jobs forecast**

Behind Healthcare and Retail, Construction is Australia’s 3rd largest industry employing 8.6% of national employment, almost 1,000,000 people.

Over the five years to November 2012, employment rose at a relatively low rate with 31,500 new jobs created. This is expected to grow over the next five years, with employment projected to increase strongly, up by 100,200 (or 10.1%) to November 2017. Not only is there demand for new housing but the growth in the health sector for hospitals, retirement villages and aged care facilities will ensure steady employment in an industry where the jobs can’t be outsourced.

The industry also has a slightly higher proportion of its workforce outside state capital cities than the national average, offering around 398,500 jobs in regional areas.

The **Construction and Property Services Industry Skills Council Ltd** have an excellent site that provides careers advisers with information and resources about the industry.

- To find out more about the construction industry visit constructmycareer.com.au
- Download Information Sheet about each Career from Architect to Window Cleaner
- Download Building and Construction Quiz
Jobs

**Information Technology Trainee**
2 year traineeship at Erina. Are you the person who builds or modifies computers, do people call you to connect their TV, or do you build websites for your sporting club?
This role is 38 hours per week at an independent school, where you will provide basic helpdesk support to students, teachers and administration staff while studying Cert IV Information Technology Networking. Apply online at [www.ccgt.com.au](http://www.ccgt.com.au)

**Part-time 2nd or 3rd Year Hairdressing Apprentice**

- January 2014 Start
- Experience with Waxing, Spray Tanning and Tinting would benefit
- Drivers licence & Own Vehicle required
- Study Certificate III Hairdressing

Central Coast Group Training is the Coast’s leading employer of apprentices and trainees and has been in operation for more than 32 years.

Our host employer has been in operation for the last 3 years, within the Hair and Beauty industry. The studio has new modern fittings and equipment; all products used and recommended are of the highest quality. The salon is all about care, pride and passion.

Duties within this role include but are not limit to:

- Cuts
- Colours
- Washing Hair
- Cleaning
- Facial waxing and spray tanning(with experience)
- Blow-dry
- Colour correction
- Foiling

As the successful candidate, you will be well-presented and very customer focused. Our host employer is seeking a reliable apprentice who is capable of working within a fast-paced environment. As a 2nd or 3rd year, you will be in a great environment to complete your apprenticeship and learn the skills of the trade.

This role is part time (potential to lead to full time for the right candidate), Thursday and Friday 8:30am – 8pm, it is essential that you hold a minimum P-plate drivers licence and have your own vehicle.

As part of the apprenticeship, you will be paid to study a Certificate III in Hairdressing.

To apply for this position please visit our website at [www.ccgt.com.au](http://www.ccgt.com.au) and click on the position, followed by “Apply Now” to submit your details.
Nursery Hand

Ramm Botanicals is a large propagation nursery located on the Central Coast. We mainly specialise in Australian natives and produce plants from either tissue culture, cuttings and seed.

Due to a continued increase in demand for our products, we are seeking enthusiastic individuals with a passion for plants who can work in a team-based environment. There are production roles available for the right applicants which will involve propagating and planting, and also dispatch roles available which will involve cleaning and grading of the stock before it is dispatched to our customers.

There are no specific skills required, although experience is preferred. We are after candidates that are enthusiastic, willing to learn and can also work in a team environment.

These are casual positions with workload fluctuating marginally with seasonal demand. Six people are required to fill these positions.

If you believe you fit the above criteria, please forward your resume to cambell.turner@ramm.com.au

1st Year Apprentice Carpenter Required

Central Coast in Glenning Valley NSW: 1st year apprentice carpenter required for busy central coast carpentry company. Must be willing to work hard, have OHS white card, and manual driver’s license. Jobs from Sydney to Newcastle so must be willing to travel. Any experience in frame and truss would be an advantage. – For more information or to apply call Mick on 0413 813 835