Background

History
Growing from an association of Sydney metropolitan universities initially formed in 1969, the Universities Admissions Centre (NSW & ACT) Pty Limited was set up in 1995 by the New South Wales Vice-Chancellors’ Committee (NSWVCC) to process applications for admission to undergraduate courses offered by the participating universities in NSW and the ACT. UAC has since expanded to incorporate applications for admission to some postgraduate courses, applications for Educational Access Schemes, Equity Scholarships and Schools Recommendation Schemes, and applications from an expanded group of international applicants.

Before 1995, UAC operated as an administrative division of the University of Sydney. In 1996 it became the Universities Admissions Centre (NSW & ACT) Pty Limited, a company owned by UniProjects Pty Limited, which is owned by the NSWVCC.

UAC’s office is located in Sydney Olympic Park.

Management
UAC’s major policies are determined by the UAC Board, which reports to the NSWVCC. The day-to-day activities of UAC are the responsibility of the Managing Director.

Staff
UAC currently has 65.5 permanent employees and more than 44 fixed-term employees.

Participating institutions
32 institutions participate in UAC, as shown in the table below.

<table>
<thead>
<tr>
<th>UAC participating institutions</th>
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<tbody>
<tr>
<td>Australasian College of Natural Therapies</td>
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<tr>
<td>Australian Catholic University</td>
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<tr>
<td>Australian College of Applied Psychology</td>
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<tr>
<td>Australian Maritime College</td>
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<tr>
<td>Australian National College of Beauty</td>
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<tr>
<td>Australian National University</td>
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<tr>
<td>Billy Blue College of Design at Torrens University</td>
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<tr>
<td>CATC Design</td>
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<tr>
<td>Charles Sturt University</td>
</tr>
<tr>
<td>CQUniversity</td>
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<tr>
<td>Griffith University</td>
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<tr>
<td>International College of Management, Sydney</td>
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<tr>
<td>Jansen Newman Institute</td>
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<tr>
<td>La Trobe University</td>
</tr>
<tr>
<td>Macleay College</td>
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<tr>
<td>Macquarie University</td>
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<tr>
<td>MIT Sydney</td>
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<tr>
<td>National Arts School</td>
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<tr>
<td>SAE Creative Media Institute</td>
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<tr>
<td>SIBT</td>
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<tr>
<td>Southern Cross University</td>
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<tr>
<td>Top Education Institute</td>
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<tr>
<td>Torrens University Australia (incl. APM College)</td>
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<tr>
<td>University of Canberra</td>
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<tr>
<td>University of New England</td>
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<tr>
<td>University of Newcastle</td>
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<tr>
<td>University of Sydney</td>
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<tr>
<td>University of Technology Sydney</td>
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<tr>
<td>University of Wollongong</td>
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<tr>
<td>UNSW Australia</td>
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<tr>
<td>Western Sydney University</td>
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<tr>
<td>William Blue College of Hospitality Management</td>
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</table>
**Why we’re here**
To be at the forefront of access to higher education.

**What we aspire to be**
The pre-eminent provider of admission-related services.

**Our approach**
- Ask why– we’re curious, inquisitive and want to understand how we can do things better.
- Be enterprising – we’re fast and flexible in achieving our goals.
- Go beyond – we are the best at what we do.
- Be fair – we actively promote a culture of integrity, fairness and honesty.

**Our goals**
- Stay #1 in the school leaver market.
- Provide services people want.
- Work smarter and leaner.
- Position UAC as the leading tertiary admission centre.
- Diversify our business.

**Services provided by UAC**

**For UAC’s applicants**

*Undergraduate*

- a simple application for places in UAC’s participating institutions
  - All applications are made online through UAC’s Undergraduate website. Applicants can choose up to 9 course preferences. There is a year-long admission period, with applications opening in August and closing in July.
  - UAC’s Undergraduate website also has a number of services available to applicants, in particular change of preferences, which allows applicants to change their preferences after the release of results at the end of the year to be included in the Main Round of offers for semester 1 entry.

- comprehensive information about UAC’s participating institutions, the courses available, and the requirements for selection into these courses
  - UAC publishes the UAC Guide each year, providing information about applying through UAC, UAC’s participating institutions, and all the courses available at each institution. The Guide also has information from some direct application private providers. The Guide was first published for 1970 admissions. Over this period it has grown from a booklet of 100 pages to 528 pages (A4 size) for the 2016–17 Guide.
  - Year 12 students in NSW and the ACT receive a free copy of the UAC Guide, distributed through their school.
  - All other applicants can buy a copy of the UAC Guide from newsagents or UAC.
  - All information in the UAC Guide is also available on UAC’s Undergraduate website.

- timely notification of offers
  - There are approximately 20 offer rounds in the year-long admissions process, including the Main Round in January.
- Applicants can access offers through UAC’s Undergraduate website.
- When Main Round offers are released, applicants are advised of the cut-offs for each course and whether courses still have vacancies. Applicants can then change their preferences for later offer rounds if they wish.
- Applicants are also advised if they did not receive an offer and the reasons why.

**International**

*a simple application for places in UAC’s participating institutions*

- All applications are made online through UAC’s International website. Applicants can choose up to 6 courses. Applications can cover both semester 1 and semester 2.
- UAC’s International website also has a number of services available to applicants, in particular change of preferences, which allows applicants to change their preferences after the release of results at the end of the year.

*comprehensive information about UAC’s participating institutions, the courses available, and the requirements for selection into these courses*

- UAC publishes the UAC International Booklet each year, providing information about applying through UAC, UAC’s participating institutions, and all the courses available at each institution.
- International students applying through UAC receive a free copy of the UAC International Booklet, distributed through their school.
- Copies of the UAC International Booklet are also available free-of-charge from UAC.
- All information in the UAC International Booklet is also available on UAC’s International website.

*timely notification of offers*

- There are a number of offer rounds available to international applicants, with applicants able to receive multiple offers in each round.
- Applicants can access offers through UAC’s International website.
- Applicants are also advised if they did not receive an offer and the reasons why.

**Postgraduate**

*a simple application for places in UAC’s participating institutions*

- All applications are made online through UAC’s Postgraduate website. Applicants can choose up to 6 courses. Applications can cover all Postgraduate intakes throughout the year.
- UAC’s Postgraduate website also has a number of services available to applicants, in particular change of preferences, which allows applicants to change their preferences after the release of offers, and a document upload facility for courses that require specific documents (eg CVs).

*comprehensive information about UAC’s participating institutions, the courses available, and the requirements for selection into these courses*

- UAC’s postgraduate website provides information about applying through UAC and UAC’s participating institutions.
- Course information for each institution is also available on UAC’s postgraduate website.

*timely notification of offers*

- There are a number of offer rounds throughout the year available to postgraduate applicants, with applicants able to receive multiple offers in each round.
- Applicants can access offers through UAC’s Postgraduate website.
- Applicants are also advised if they did not receive an offer and the reasons why.
**Equity Scholarships**

**a simple application for Equity Scholarships available at UAC’s participating institutions**

- All applications are made online through UAC’s Equity Scholarships website. There is a year-long admissions period, with applications open from August to July.
- UAC’s Equity Scholarships website also has a number of online services available to applicants, such as change of contact details and the facility to check the list of documents that needs to be provided with the application.

**comprehensive information about applying for Equity Scholarships and the scholarships available at UAC’s participating institutions**

- UAC publishes the Equity Scholarships Booklet each year, providing information about applying for Equity Scholarships through UAC, UAC’s participating institutions, and the Equity Scholarships available at each institution.
- The UAC Equity Scholarships Booklet is available free-of-charge from UAC.
- All information in the UAC Equity Scholarships Booklet is also available on UAC’s Equity Scholarships website.

**timely notification of outcomes**

- Equity Scholarships applicants are advised of the outcome of their application within a week of Main Round Undergraduate offers.
- Applicants can access the outcome of their application through UAC’s website.

**Educational Access Schemes (EAS)**

**a simple application for consideration under EAS at UAC’s participating institutions**

- All applications are made through the EAS application form. There is a year-long admissions period, with applications open from August to July.
- The EAS application form is available in UAC’s EAS Booklet and to download from UAC’s EAS website (see below).

**comprehensive information about applying for consideration under EAS and the EAS schemes available and the policies that apply at UAC’s participating institutions**

- UAC publishes the Educational Access Schemes Booklet each year, providing information about applying through UAC for consideration under EAS, and the EAS schemes available and the policies that apply at UAC’s participating institutions.
- UAC distributes multiple copies of the EAS Booklet to schools for distribution to students who may be eligible. The UAC EAS Booklet is also available free-of-charge from UAC.
- All information in the UAC EAS Booklet is also available on UAC’s EAS website, with the EAS application form available to download.

**timely notification of eligibility**

- Eligibility letters are sent to all EAS applicants to advise whether they are eligible under EAS at each of UAC’s participating institutions.
- EAS applicants who apply by the end of November receive their eligibility letters in December; EAS applicants who apply after the end of November receive their eligibility letters in January. After that, eligibility letters are sent progressively. All correspondence is accessed through UAC’s website.
Schools Recommendation Schemes (SRS)

a simple application for current Year 12 students to receive an early undergraduate offer under Schools Recommendation Schemes at participating institutions

- All applications are made online through UAC’s SRS website. Schools are provided with online registration and rating facilities as part of the SRS process.
- UAC’s SRS website also has a number of online services available to applicants, such as change of contact details and the facility to upload documents that need to be provided with the application.

comprehensive information about applying for consideration under SRS and the SRS schemes available at participating institutions

- UAC publishes the SRS Booklet each year, providing information about applying for consideration under SRS through UAC, and the SRS schemes available at each institution.
- The UAC SRS Booklet is available free-of-charge from UAC.
- All information in the UAC SRS Booklet is also available on UAC’s SRS website.

timely notification of offers

- SRS applicants are advised of their outcome of their application in the December Round of Undergraduate offers.
- Applicants can access their offers through UAC’s website.

For UAC’s participating institutions

assist and support institution procedures for the admission of students

- UAC tailors its administrative and computing systems to meet the needs of its institutions.
- Institutions have a large input into how UAC operates via such mechanisms as the Annual Review Meeting, Users Committee and its various sub-committees.
- UAC offers both centralised and tailored services to meet the admissions needs of institutions.

provide statistics to assist in tertiary education planning

- UAC provides institutions with tools to access and interpret the data held on the UAC system, together with an assortment of reports on that data to assist institutions in the administration of the admissions process as well as planning.
- UAC provides unit record data annually on applications and offers to the Commonwealth Department of Education. UAC also provides information to the relevant government departments to analyse participation in NSW.

support the calculation of the Australian Tertiary Admission Rank (ATAR), and administer the release of and provide information about the ATAR

- UAC notifies NSW HSC students of their ATAR through UAC’s website and through the distribution of written ATAR Advice Notices.
- UAC publishes comprehensive information about the ATAR and its calculation in printed and online form, including the yearly publications All about your ATAR and the Report on the Technical Committee on Scaling of the NSW HSC.
- UAC administers the ATAR Enquiry Centre to handle calls about the ATAR when ATARs are released in December each year.
**For the wider community**

- Provide comprehensive information in print and online form about applying to university and university entry requirements for all members of the community.
- Provide a Customer Service centre that gives advice through telephone, email and in person about the UAC process and how to apply through UAC.
- Liaison with schools to help schools understand the UAC process and course entry requirements so schools can better advise their students.
- Liaison with media agencies to promote public awareness of UAC and its activities and the transparency of the university admissions process.

**Scope of UAC**

**Functions**

UAC has its origins as a centre for handling undergraduate applications but its functions have increased significantly over the last few years to include the following:

- **Undergraduate admissions** – administering undergraduate admissions for domestic and selected international applicants. This includes a centralised application and assessment process, management of the allocation process, and providing associated publications, information and services for applicants, potential applicants, other interested parties and the general public.
- **Postgraduate admissions** – administering postgraduate admissions for selected coursework courses for domestic applicants including the provision of centralised applications and assessment, management of the allocation process, and the provision of associated publications, information and services for applicants, potential applicants, other interested parties and the general public.
- **Educational Access Schemes (EAS)** – administering EAS, including the provision of centralised applications and assessment, and the provision of associated publications, information and services for applicants, potential applicants, other interested parties and the general public.
- **Equity Scholarships (ES)** – administering ES for UAC applicants and current university students, including the provision of centralised applications and assessment, and the provision of associated publications, information and services for applicants, potential applicants, other interested parties and the general public.
- **Schools Recommendation Schemes (SRS)** - administering SRS, including the provision of centralised applications and assessment, and the provision of associated publications, information and services for applicants, schools, potential applicants, other interested parties and the general public.
- **Australian Tertiary Admission Rank (ATAR)** – managing the ATAR, including website release, the production and distribution of ATAR Advice Notices, running the ATAR Enquiry Centre and the provision of associated publications and information for students, teachers, parents, other interested parties and the general public.
- **Bespoke admissions solutions** – tailoring our application and assessment processes to meet the direct admissions needs of individual institutions.
Size
The following figures give some background to the size of the functions listed above. These figures relate to semester 1, 2015–16 admissions.

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td></td>
</tr>
<tr>
<td>Domestic applications</td>
<td>90,315</td>
</tr>
<tr>
<td>Domestic offers</td>
<td>100,987</td>
</tr>
<tr>
<td>International applications</td>
<td>2,550</td>
</tr>
<tr>
<td>International offers</td>
<td>4,676</td>
</tr>
<tr>
<td><strong>Postgraduate</strong></td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>10,700</td>
</tr>
<tr>
<td>Offers</td>
<td>12,000</td>
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<tr>
<td><strong>Educational Access Schemes (EAS)</strong></td>
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<tr>
<td>Applications</td>
<td>21,085</td>
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<tr>
<td><strong>Equity Scholarships (ES)</strong></td>
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</tr>
<tr>
<td>Applications</td>
<td>7,084</td>
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<tr>
<td><strong>Schools Recommendation Schemes (SRS)</strong></td>
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</tr>
<tr>
<td>Applications</td>
<td>8,796</td>
</tr>
<tr>
<td><strong>ATAR</strong></td>
<td></td>
</tr>
<tr>
<td>ATAR advice notices sent in 2015</td>
<td>70,550</td>
</tr>
</tbody>
</table>
PRIVACY STATEMENT

1. In applying for this position, you have provided UAC with personal information so that your application can be assessed.

2. It is possible that we may disclose information provided in your application to a third party such as a referee, or members of a selection committee.

3. If you provide us with the personal information of others (for example a referee’s details), we encourage you to inform them that you are disclosing that information to us, and that UAC does not usually disclose their information to a third party.

4. In due course after the completion of this selection process, the personal information that you have provided will be destroyed, unless you make an application for your personal information to be returned to you.

5. If you seek feedback because your application is unsuccessful, in some circumstances information may be denied. For example if access would have an unreasonable impact on the privacy of others.

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