

SATIC and the institutions – our roles

SATIC's primary role is to:

- process applications for courses offered by the institutions
- assess the academic qualifications and other information presented by applicants according to the rules and guidelines provided by the institutions
- generate offers on the instructions of the institutions
- respond to enquiries about the application process and outcomes

SATIC also:

- administers the Special Tertiary Admissions Test (STAT)
- calculates the Australian Tertiary Admission Rank (ATAR) and TAFE SA Selection Score for SACE students and issues the Tertiary Entrance Statement
- processes applications for some institutions' equity scholarships

The institutions:

- make decisions on how qualifications are assessed and the rules for entry to their courses
- decide which applicants receive offers and how many offers are made

What we need from you

To maximise your chances of gaining entry to a course through SATAC you need to:

- understand the procedures and deadlines for applying
- provide all the information and supporting documentation asked of you when you apply
- read and understand the terms and conditions of application when you apply
- carefully follow all the instructions given to you while you are applying and in any subsequent communications with you
- pay any fees by the required date
- use My Application to keep your personal details up-to-date and manage your application

How you can expect to be treated by SATAC

SATIC will:

- process and assess your application accurately and in a timely way
- ensure your application is considered by the institutions fairly and equitably
- respond to your queries quickly, accurately and impartially
- ensure that your information is only used for purposes you agree to through the terms and conditions of application
- respect your privacy



How you can expect to be treated by the institutions

If you comply with the conditions and requirements of your application the institutions agree to:

- respect your choice of preferences
- respect the order of your preferences and make you an offer to the highest preference for which you are both eligible and competitive
- ensure that your information is only used for purposes you agree to through the terms and conditions of application

The institutions will also avoid contacting current year 12 students during their examinations and final assessment.

What we do with the information we collect from you

While you have a current application

The information provided by you will:

- be used to identify you as the owner of the data you have provided
- assist in the processes of retrieving information about your qualifications and test results from external agencies such as universities and year 12 authorities
- be used by SATAC to assess your application
- be passed to the institutions to which you receive an offer so that they can create a student record for you
- be used for statutory reporting to the Commonwealth government as indicated in the terms and conditions of application

After the admissions cycle is over and your application is no longer current

SATAC will still keep your information:

- to facilitate future tertiary applications by you
- for research purposes to help the institutions to review and improve their admissions rules

Your stored contact details will not be used by SATAC or the institutions while you do not have a current application. De-personalised information on your qualifications and other demographic data is used for management information and research.

Your access to your information

You have a right to request access to the personal information about you that SATAC holds.

Please see our Privacy Policy at www.satac.edu.au for more information.