Guide to Assessing Secondary Teaching Areas (Methods)

Applicants for graduate-entry or postgraduate secondary teacher education programs, such as a Graduate Diploma of Education (Secondary) or a Master of Teaching (Secondary), must have successfully completed at least a three-year undergraduate degree or equivalent prior to applying for the program.

If you are an Australian permanent resident or citizen, you should submit your application for graduate-entry secondary teacher education programs through the Victorian Tertiary Admissions Centre (VTAC) via their website www.vtac.edu.au. The specific application and enrolment requirements for graduate-entry teacher preparation programs are outlined on the VTAC website or in the VTAC Guide, which is available from most newsagents in hard copy.

If you are not an Australian citizen, New Zealand citizen or hold any Australian permanent residency visa, you must apply directly to the higher education provider offering the program you wish to complete. The higher education provider will then assess your undergraduate degree and determine which teaching methods you are eligible for, using the Specialist Area Guidelines for this purpose.

Applications to VTAC

Applicants for graduate-entry secondary teacher education programs first need to register with VTAC via their website www.vtac.edu.au and then complete the application for graduate-entry teacher education programs. As part of this process, applicants are required to nominate their preferred teaching methods. These teaching methods are the specialist subject areas that you will be able to teach in secondary schools upon completion of a teacher education program and are determined on the basis of the principal areas of study completed within your undergraduate degree. Please note that work or industry experience is not a component of this determination.

The Institute website lists the various teaching methods and the minimum academic study requirements for entry in the Specialist Area Guidelines on the following link: http://www.vit.vic.edu.au/registering-as-a-teacher/teaching-programs/standards-for-accreditation-of-programs#specialistareaguidelines

The VTAC Guide lists the higher education providers offering these methods as well as any additional subject or program-specific requirements stipulated by the provider itself.

An assessment of your eligibility for teaching methods will be undertaken by VTAC as part of the application process, providing that you have submitted appropriate academic transcripts AND providing you tick ‘yes’ to ‘All other methods’ when you are entering your preferred methods.

Please note VTAC closing dates which are generally around the end of September. (see http://www.vtac.edu.au/dates.html for more information about closing dates, late application dates and fees).

Assessing your qualifications for secondary teaching methods

The Victorian Institute of Teaching will undertake secondary method assessments for intending applicants of graduate-entry teacher education programs, but this will incur a fee of $107. Please use the request for qualification assessment form for this purpose.

However, the information below may assist you in determining which teaching methods to nominate on your VTAC application, remembering that by ticking ‘yes’ to ‘All other Methods’, you are authorising VTAC to conduct a full assessment of your academic transcripts for all possible secondary teaching methods.
**Step 1** Download the Institute’s [Specialist Area Guidelines](#).

**Step 2** Look for the main two or three subject areas you have studied in your undergraduate degree. These are usually your ‘majors’ and ‘minors/sub-majors’. If your main subject areas are not immediately clear, look at the department or faculty which offered the unit or use the prefix of the unit code as a guide e.g. Deakin University’s ‘AIH’ coded units are all history units and the ‘ALL’ coded units are all literature units etc.

**Step 3** Using your transcript, list all of the units completed within these major/minor sequences in columns on a separate sheet of paper, grouping them in their respective year level. This is usually clear from the unit code, but there should be sufficient information available to you on the university website to help identify what is a first year unit, a second year unit and a third year unit e.g. Deakin University’s ALL101 is a first year literature unit and the AIH373 is a third-year history unit.

**Step 4** Write the code of the units completed in each year level in the columns. Using the examples above from Deakin University, you should end up with something like this:

<table>
<thead>
<tr>
<th>Year</th>
<th>Literary Studies</th>
<th>History</th>
<th>Politics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr 1</td>
<td>ALL101</td>
<td>AIH107</td>
<td>AIP107</td>
</tr>
<tr>
<td></td>
<td>ALL102</td>
<td>AIH108</td>
<td>AIP116</td>
</tr>
<tr>
<td>Yr 2</td>
<td>ALL201</td>
<td>AIH264</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALL202</td>
<td>AIH238</td>
<td></td>
</tr>
<tr>
<td>Yr 3</td>
<td>ALL373</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALL374</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: You need to be careful of the weightings of each unit. If a normal unit value for the provider is 12 credit points and the unit you completed had a value of only 6 credit points, then you need to mark in 0.5 of a unit instead of 1 in the column under that subject heading.

**Step 5** Use the definitions below to work out your major, sub-major and part sequences and then cross-reference these with the requirements outlined in the [Specialist Area Guidelines](#).

**Part:** A quarter of a year of higher education study at any level (usually two first-year units).

**Minor (Sub-major):** Half a year of higher education study, with no more than a quarter of year at first-year level (usually 2 first-year units plus 2 second-year units or above).

**Major:** A total of three-quarters of a year of higher education studies, usually comprising a quarter of a year in each of the first, second and third years of study (usually six units, two at each year level)

Thus, in the example above, the applicant has completed:

- a major in English Literature, which satisfies the requirements for the English method
- A minor in History, which satisfies the requirements for the History method
- They also have a minor in History and a part in Politics which satisfies the requirements for Humanities/SOSE

**Step 6** Once you have established that you satisfy the requirements for your chosen methods, nominate these in your VTAC application and tick ‘yes’ to ‘All other Methods’ which will enable the VTAC assessors to make a full assessment of all possible teaching methods (they may be able to identify an area you have missed).

*All the very best with your studies!*