

Centre for Creative Industries



BOX HILL
INSTITUTE

Global Educators™

2011 - 2012

guide to folio presentation



Welcome to the Centre for Creative Industries at Box Hill Institute

This guide has been prepared to help you assemble a folio and understand the selection and interview process for any of the full time courses offered by our Centre in 2012.

Interview registration

You may be met by students at a registration desk and asked to fill out some paperwork.

Frequently a selection panel will look at your folio before they see you, so ensure your folio is clearly named.

You may choose to include a short resumé with a brief academic record, any relevant employment or other experience. This should be at the front of your folio.

The interview

Most interviews will take no more than 15 minutes and a selection panel is likely to consist of staff members and students from the course for which you are applying.

The panel will consider the evidence in your folio and your personal presentation at interview to determine your ability to commit yourself to study.

You will be asked a standard set of questions and be informed of the selection timeline and associated costs of study in the Centre for Creative Industries.

Your folio

All courses require a folio presentation at interview. Select work carefully to show the technical, conceptual and presentation skills you have acquired.

The contents of your folio should include:

- A maximum of 15 pieces. This is a substantial folio, so do not panic if you have less work.
- 8 to 10 pieces of work is a recommended minimum. Major pieces should relate directly to the course discipline to which you are applying.
- Include a selection of drawings, sketchbooks/visual diaries or other method that shows how you think and your developmental and working process. This is required by all courses. Be prepared to explain and discuss these. Finished drawings may be analytical, representational, decorative or expressive.
- If some of your original work is too large to carry it may be photographed and presented as good quality prints.
- Large drawings should be presented in a folio, not rolled.



Design, Graphic Art, Interior Decoration & Design or Screen & Media (Motion & Visual Effects)

Works you include should demonstrate your 2D & 3D thinking and creativity.

The conceptual and developmental work undertaken for at least one project may be presented.

This could include a copy of the brief, initial rough ideas and sketches, research, drafts or samples and the final designs.

The selection panel expects to see your design process and decision making, which resulted in final designs.

Be prepared to discuss influences (designers, artists, styles, periods, etc.) on your work.

Visit relevant exhibitions / events and be prepared to discuss the impact these have had on you and your work.

- **Motion & Visual Effects** digital files should be in a suitable viewing format such as a "self contained projector". It would be wise to test these files on another computer before your interview. Other digital artworks from either Macintosh or PC platform should be JPEG, TIFF or PDF files. We strongly recommended some are output onto paper.

Fashion Diploma and Bachelor of Fashion

Folios should contain some garments as well as drawings, sketches and other support work. The folio size should increase with application to higher level qualifications, particularly the Bachelor of Fashion.

Jewellery

Selection panels expect to see conceptual and technical skills expressed in 3-dimensional media. Working drawings and designs are very important support material.

Television Production

It is important to demonstrate knowledge of the relevant course and broadcast industry you are hoping to work in, in addition to presentation of a resume or folio of relevant work.

Evidence that you are interested in broadcast television will be highly regarded and work experience in a related area would be an advantage.

You may present short video clips, but the selection panel will expect to see and discuss concept planning and development such as storyboards, scripts and description of camera positions, the framing of shots, etc.

Frequently asked questions

I made an interview time but now it clashes with another Institute appointment. Can I change the day or time?

It is not policy to offer changes of appointments, but we will consider changes where you are in difficult circumstances. Creative Industries notify students promptly of interview details at application, whilst some Universities will take longer. Time changes are easier to negotiate than days. Travel from country Victoria is considered, Schoolies Week is not.

What if I did not make an interview time in October when I was supposed to?

Creative Industries will take late applications and interview appointments up to November 4 for most courses. Be aware of other Institute application deadlines and those of VTAC!

My school won't release all my VCE folio in time. Can I interview without a folio?

It is not recommended to attend with little or no folio for any art or design course. Notify your teacher of your interview dates well in advance. Worst case scenario is to reschedule your day to enable you to collect your folio.

A supporting letter of explanation from your school would be useful.

What do I do if I am asked my VTAC course preferences?

This practice is strictly forbidden under VTAC rules. However, some interview panels have ways of eliciting this information from you indirectly. Do not offer your preferences if asked, or as means of demonstrating your commitment to a selection panel.

Remember, all selection officers will see your preference order eventually, but will not know it at the interview. This is what makes the A, B and C letter facility helpful to you as an applicant to art and design courses. If asked directly or persistently you should report the incident to VTAC and make a written complaint to the Registrar of the institute involved.

But I was told I would have to put the course first or I won't get a place...

Sometimes a panel feels they need to impress upon a student that competition for the places in their course is intense. Perhaps they rarely go to a waiting list or second round offers. Either way, you are not to be coerced into changing or revealing your intentions! Use the same answer as in the previous question.

The interview was a disaster! What can I do?

Perhaps you were overcome with nerves, or you did not have all your folio pieces. Organisation before the interview will help you immensely. Practice a "mock interview" with a parent or friend to build your confidence. There is nothing wrong with admitting to nerves at the beginning of an interview; remember to take a deep breath and try a smile!

You could request another interview if you feel you were disadvantaged by aspects that were out of your control. But coming late, under prepared or without your thoughts straight will not impress a selection panel.

We have offered a further interview to students who have been too ill to attend their appointment, been involved in car accident or other transport failure, but the circumstances are exceptional.

But I received really negative feedback about my folio. They said I was not at the standard required!

Some interview panels offer feedback, others say very little. You can be unlucky and feel you were not fairly treated, particularly if your folio is criticised. Sometimes an honest appraisal of your work or you as a candidate can be very disappointing. You may be advised to apply for a lower level qualification to develop your skills, or be referred to TAFE by Higher Education.

In Creative Industries interviews we will not offer unsolicited commentary on a folio, particularly negative views or suggestions that you should have handled tasks differently or that your drawing is weak, for example.

You may complain to the selection officer of the institute involved, but put it in writing.

When will I know I have a place or not?

All applicants for full time places in art and design courses will receive one of 3 types of letter within 10 days to a maximum of 2 weeks after the interview.

The letter is an indication of how your application is viewed by the selection panel. The letter is not a place offer but a guide to whether you would be a satisfactory candidate (A letter), or on a waiting list (B letter), or an unsuccessful applicant (C letter). Change of preference can be adjusted on the basis of the type of letters you receive.

- Courses which select by ENTER score alone do not use this facility.
- Box Hill Institute selects on the basis of interviews not ENTER scores.
- The Round One offers are made in January 2012.

Can I defer if I am offered a place?

You should ask for this information before accepting an offer at any organisation and the VTAC website usually contains this detail. A new application is generally required for the following year. Deferred places are not offered in Creative Industries courses at Box Hill Institute.

What about irregular offers?

The VTAC guide explains this policy for applicants with a very last minute change of heart. Essentially, you have rethought your course preferences order after the close of change of preference. If all places in a course are filled in Round One offers it is unlikely any irregular offers will be made.

Anything else?

Our views have been gathered from many years of interview experience and a belief that any applicant should leave an interview at Box Hill Institute satisfied with the process to date.

Some of you will not get the offer you want or expect.

We strongly recommend you apply widely to a number of courses and use as many VTAC preference positions as you can.

In addition, you are encouraged to attend all your appointments unless you receive an Early Round offer which you intend to take.

Note that this generally means you will be required to accept and enrol before the end of December 2011, and you will not receive any further offers from VTAC.

Best of luck from the staff in Creative Industries!

Some final advice!

Here's a short summary of some interview and folio advice.

Before the interview it's a good idea to check the details below:

Organise

- The date and time of your interview
- Most Institutes are multi campus, so the address and a map showing exactly where you need to be is essential.
- Check Campus location, Building number and Room number
- A contact phone number for the Institute you are visiting is useful if you run late. Creative Industries can be called on 9286 9631/9632
- Try to arrive early
- Record your VTAC application number
- Your folio: document folders, digital files, 3D pieces etc
- Note the correct name of the course for which you are interviewing
- Any questions about the course? Refer to course information on the Institute website to help you

During the interview

- Breathe deeply and relax
- Make eye contact
- Maintain a positive outlook
- Be able to tell us why you have applied for the course
- Be able to describe the purpose or process of some folio pieces
- Listen to advice regarding other courses you may not have considered
- Mobile phone off!
- Avoid caps or other hats
- Don't slouch in your seat
- Don't chew gum
- Do not apologise for your work or devalue it to the panel
- Do not reveal your VTAC preferences to anyone

After the interview

- Make notes about positive and negative aspects
- Use the change of preference opportunity to add a course or rearrange preferences
- Reorganise your folio for the next interview

How to find us

Whitehorse Campus (W)
1000 Whitehorse Road, Box Hill

How to contact us

Post: Private Bag 2014 Box Hill Vic 3128
Phone: (03) 9286-9631/9632
Fax: (03) 9286-9703
Email: creativeindustries@boxhill.edu.au

How to get here

By car: We are at 1000 Whitehorse Road, near Station St. The nearest landmark is the Box Hill Town Hall. Parking is available in Bank St or Whitehorse Rd – please bring coins for ticket machines.

By train: The nearest station is Box Hill.

By tram: The nearest tram is 109 – alight at the terminus.

By bus: The nearest bus terminal is Box Hill – on top of Box Hill Central.

Public transport routes are detailed in the map, or see www.metlinkmelbourne.com.au



Some important dates

August 1, 2011	Course applications open (9:00am)
September 30, 2011	Timely close of applications (5:00pm)
November 11, 2011	Late close of applications (5:00pm)
December 1, 2011	Very late close of applications (5:00pm)

(See: <http://www.vtac.edu.au/dates.html> for Change of Preference information and other details.)