

PORTFOLIO GUIDANCE – Art and Design

For HNC / HND Courses

For some courses, we'll ask you to submit a portfolio as part of the entry requirements. Here's some guidance on putting your portfolio together.

What is a portfolio?

A portfolio is a collection of examples of your art, design, or craft work. You don't have to buy an expensive folder to put it in. It's your work we're interested in so a good robust homemade folder is fine.

Why we review your portfolio

Your portfolio tells us a lot about you. It shows your creativity and practical skills. It demonstrates your enthusiasm, work rate and organisational skills. Most of all it shows your potential. Reviewing your portfolio will help us to give you the best advice on which level of study and course is right for you.

What to include

It should contain examples which show your drawing and design skills – how you use colour and different media. The process of design is important as well, so you can include work which shows your initial research, how you've developed an idea and completed it. You can also include sketch books which show how you record images and ideas through drawing and how you collect and collate visual information.

Here are some ideas for what to include in your portfolio:

- Examples of school work undertaken at or as part of a programme of study or personal work in art, design or crafts
- Preliminary studies with finished work to illustrate how you develop ideas
- Sketchbooks
- Copies of work sent to an exam board
- Photographs of any 3-dimensional work

Don't be concerned about the volume of work in your portfolio – we're interested more in the quality than the quantity of your work.

Make sure everything's clear

Your portfolio or folder should open and close easily. Don't forget to include your name and address and clearly state the course applied for on the label the college provides.

PORTFOLIO GUIDANCE – Media and Photography

Your portfolio should include examples of recent work relevant to your choice of course. We offer Evening & Saturday Morning classes in Photography, Video & Printing which may assist applicants who want to prepare or improve their portfolios.

Photography HND

You need to bring a printed photographic portfolio with you to interview. These guidelines should help you prepare your portfolio:

- Maximum folio size A3 with 12 – 20 images.
- Make the best possible prints to show your current photographic work at its best.
- Include a variety of your photographic work – a thematic approach within a specific subject area might be appropriate (e.g. people, places & objects), but you should still try to show a range of your work.
- You will be asked some questions at interview, be prepared to discuss your photographic work.
- Please include a personal statement outlining your passion and interests in photography.
- Artwork (drawings and paintings) should not be included.

Photography NC

You need to bring a printed photographic portfolio with you to interview.

- Please bring a selection of your current photographic work (10 images no larger than A4) which demonstrates your passion and interest in photography.

HNC & HND Television Courses

Your showreel should ideally be submitted on DVD. Alternative arrangements can be made if this is not possible and online access is appropriate. If you don't have a showreel but would like to apply for the course, a member of staff will be able to discuss this with you at the Portfolio Day.

Content – the showreel can include one or more productions, with each production being individually identified. Please indicate if a production was part of a group activity and which role you performed.

Paperwork – all associated production paperwork should be available.

Course work – Where work has been produced as part of a course, this should be clearly indicated, giving details of the college or school attended and the module or unit which the exercise was for.

HNC & HND Journalism Courses

Your writing portfolio can be presented in a variety of ways – a significant part should be presented on paper for ease of access. Alternative arrangements can be made if necessary. If you don't have examples of writing or other journalistic activity but would like to apply for a course, a member of staff will be able to discuss this with you at the Portfolio Day.

Content – your portfolio can consist of a number of pieces with each being individually identified. There are no restrictions on the type of content but you should choose examples where your journalistic enthusiasm is clear. You could include local news stories, blog, fanzine or newsletter content, or music and film reviews.

Course work – Where work has been produced as part of a course, this should be clearly indicated giving details of the college or school attended and the module or unit which the exercise was for.