

Top Designs 2022

Application Guide for Media

Applications close 11.59pm Wednesday 20 October 2021

This application guide provides an overview of the Top Designs 2022 Media application form and what is required to successfully complete your application.

We encourage you to prepare all required components before you start and complete the online application form in one sitting. All VCE Season of Excellence application forms can be accessed through the VCAA website until their closing date.

Below is an overview of the different sections of the application form, to give you an idea of what to expect and the specific components required at each stage.

Section 1: Application guidelines

The first section of the form will explain what is required to complete the application. This is a good opportunity to check that you have prepared everything you need.

During the selection process, your application will be de-identified. To assist with this process, do not include your first name, last name or school name in file names, and name files according to the following convention:

VCAA student number_VCE study_Name of file
e.g. 12345678X_Media Print Layout_Folio pages.pdf

For your Media application to Top Designs 2022, you will require the following:

- Your VCAA student number**
This is the number you are required to write on your VCE exams.
- A personal email address**
Applications made with school email addresses will not be accepted. If required, obtain a personal email address for the purposes of the application process.
- A copy of the specified intention, audience and narrative from your Production Design in one PDF file**
- Your media product as a digital file or series of files**
- A completed copy of your Authentication Record Form for VCE Media with comments, signed at observation and submission by both you and your teacher, including the checklist for copyright and third-party material**
- Copyright clearance documentation (if applicable)**

Section 2: Collection notice

In the second section of the form, the [VCAA Privacy Statement and Collection Notice](#) will be displayed. Ensure that you read and understand this notice.

You will not be able to proceed to the next section of the form unless you agree to the notice.

Section 3: Applicant details

In the third section of the form, you will be asked to provide your personal details, including your VCAA student number, contact details, home address and pronouns.

You will also be asked to provide your teacher's name and email address, along with your school name. If your home school is not the school you studied VCE Media at, please let us know here too.

You will also be prompted to upload your Authentication Record Form.

Name the file according to the following convention:

VCAA student number_Study_ARF

e.g. 12345678X_Media Film_ARF

Section 4: Work Submission

In the fourth section of the form, you will be asked to provide the following details about your product:

| | |
|---|---|
| <p>4A: Film/Video/Animation</p> <ul style="list-style-type: none"><input type="checkbox"/> Title of film, video, or animation<input type="checkbox"/> Duration of film, video or animation including titles and credit sequences. Note: films and videos under 3 minutes or over 10 minutes, and animations over 10 minutes will not be considered by the panel.<input type="checkbox"/> A brief description/theme/synopsis of your film , video, or animation, taken from your narrative, intention and audience statements in your Production Design (100 words or less)<input type="checkbox"/> Details of any special requirements for presenting your work if it were to be exhibited in Top Designs (e.g. projector)<input type="checkbox"/> Exhibitor's statement | <p>4C: Print production</p> <ul style="list-style-type: none"><input type="checkbox"/> Title of print production<input type="checkbox"/> A brief description of your print production (100 words or less) , taken from your intention, audience and narrative statements in your Production Design (100 words or less)<input type="checkbox"/> Details of any special requirements for presenting your work, if it were exhibited in Top Designs (e.g. 3D glasses)<input type="checkbox"/> Print production characteristics Describe the characteristics of your print production. E.g. booklet, digital presentation.<input type="checkbox"/> Print production size If you are presenting your print production as a layout please indicate the size of the individual pages. - height (mm) x width (mm)<input type="checkbox"/> Exhibitor's statement |
| <p>4B: Photography</p> <ul style="list-style-type: none"><input type="checkbox"/> Title of photographic presentation, sequence or series<input type="checkbox"/> A brief description of your work, taken from your intention, audience and narrative statements in your Production Design (100 words or less)<input type="checkbox"/> Details of any special requirements for presenting your work, if it were exhibited in Top Designs<input type="checkbox"/> Photograph size Provide the print size of your photographs in millimetres. If size is variable please list the dimensions of the largest print.<input type="checkbox"/> Layout of photographs Please upload a diagram from your Production Design of the presentation of your photographs. This file must not exceed 2MB.<input type="checkbox"/> Exhibitor's statement | <p>4D: Radio/Audio and other media formats</p> <ul style="list-style-type: none"><input type="checkbox"/> Title of radio, audio or hybridised media production<input type="checkbox"/> A brief description or synopsis of your work, taken from your intention, audience and narrative statements in your Production Design (100 words or less)<input type="checkbox"/> Details of any special requirements for presenting your work if it were exhibited in Top Designs (e.g. headphones)<input type="checkbox"/> Duration of audio or hybridised production, including titles and credit sequences (if applicable)<input type="checkbox"/> Exhibitor's statement |

WORK SUBMISSION

File guidelines for media product submission:

Film: Your film should be supplied in MP4 or AVI format file and must not exceed 750MB.

Photographic Presentation: should be supplied as separate JPEG files and numbered according to display order. All files combined must not exceed 100MB.

Print Layout: Print product should be supplied as a single PDF document and not exceed 100MB.

Radio/Audio and Other Media Formats: All files combined should not exceed 750MB. Files in executable format (.exe) cannot be uploaded to this application form. Any works in this format must be submitted using one of the other available methods.

Shortlisted applicants will have the opportunity to re-submit their media product at a higher quality later in the selection process.

Please provide your media product using one of the following methods:

- Upload a zipped folder containing your media product within the application form
- Provide a link to your work located on a video-sharing website such as Vimeo or YouTube.
Ensure the work can be viewed using the link provided (i.e. not password protected).
- Provide a link to your media product on a file-sharing service such as Dropbox or Google Drive
Ensure the files can be downloaded by anyone with the link provided (i.e. not password protected).

Name the file according to the following convention:

VCAA student number_VCE study_Work title_Sequence number (if applicable)

e.g. 12345678X_Media Photography_Portrait_1.MP4

Section 5: Production Design submission

In the fifth section of the form, you will be prompted to upload a single PDF file containing the intention, intention, audience and narrative pages from your Production Design and any documentation about changes that have been made in Unit 4.

Name the file according to the following convention:

VCAA student number_VCE study_File description

e.g. 12345678X_Media Other_Production Design pages

Section 6: Copyright clearance

In the sixth section of the form, you will be asked to outline any copyright considerations related to your work.

If you used any third-party (non-original) material to create your media product, you will need to seek copyright clearance for use of this material. For more information, read the [VCAA Copyright Guidelines](#) or visit the [VCE Season of Excellence webpage](#).

If you have used third-party material in your work, upload evidence of copyright clearance, and name your file according to the following convention:

VCAA student number_Study_Copyright clearance

e.g. 12345678X_Media Film_Copyright clearance

Section 7: Declaration

The final stage of the application process will ask you to read and accept the following declaration:

- I agree that the work submitted in this application will be available for exhibition design, catalogue photography and display from December 2021 to July 2022.
- I have read and understood the VCAA Copyright Guidelines on the VCE Season of Excellence webpage, including information on moral rights, and have attached documentation of copyright clearance, if necessary.
- I understand that if evidence of copyright clearance is not provided with my application it will not be considered by the panel.
- I declare that all resource materials and assistance in the creation of my work has been appropriately acknowledged and that all unacknowledged work is my own.
- I have attached a completed and signed copy of the Authentication Record Form.

Once you select **Submit application** your application will be complete, and you will have the opportunity to download a PDF of the completed form for your records. We highly recommend that you do so, as this record can assist us if your application is not received due to technical issues.