

Edinburgh College

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**APPLICATION PROCESS &  
DIGITAL PORTFOLIOS**

School of Art & Design 2021/22

**For the future you want**



# APPLICATION PROCESS AND PORTFOLIOS

## Application Process

Applying for an Art and Design course requires you to submit a digital portfolio of your recent practical and contextual Art and Design work and attend an applicant session.

The process requires you to complete the following steps:

- Make an online application for your chosen course via the college website
- Submit a digital portfolio
- Attend an applicant session

Please use your personal statement to explain why you are interested in your chosen course and what passion, skills and experience you have to be a successful candidate.

Once you have submitted your online application, we will send you instructions on how to submit your digital portfolio.

We will make you an offer for a course that best suits your individual needs for progression based on your application and review of your digital portfolio.

You may be offered a UAL Diploma or NC before you progress onto a specialist HND study. This is common practice and is beneficial for your long-term development and progression as an Artist or Designer.

## What Should I Include in My Portfolio?

The instructions you will receive on how to submit your digital portfolio will include more information on what to include for the specific course you have applied to.

Your digital portfolio should demonstrate your drawing skills and an understanding of the creative process relating to your chosen course.

Try to include a variety of work that shows your creative potential and imagination as well as sound drawing skills.

Strong digital portfolios usually include sketchbook pages that show visual research and development of ideas using a wide variety of media and approaches.

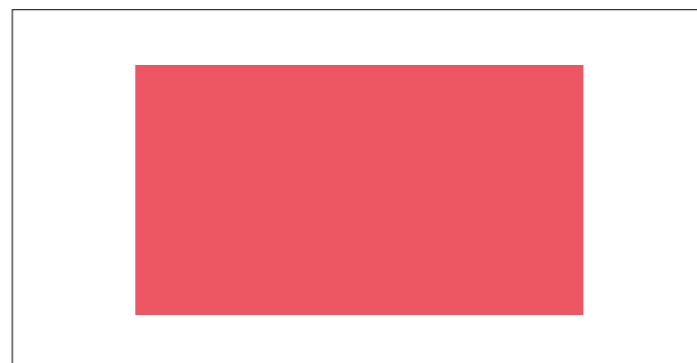
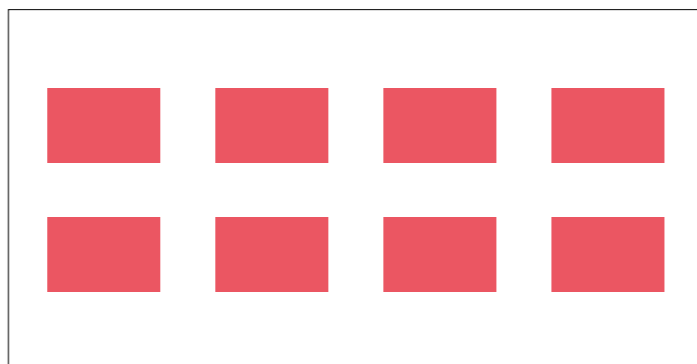
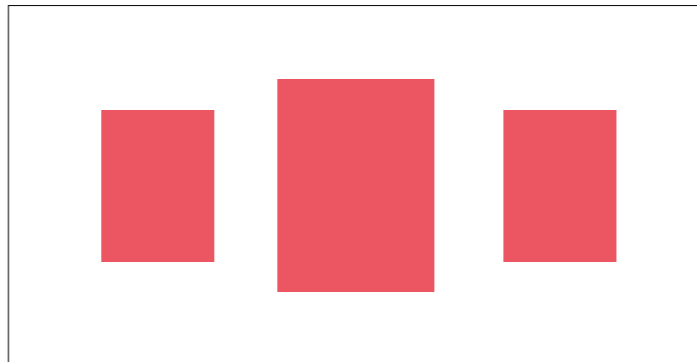
Essentially, we want to know more about you and what makes you 'tick' creatively from examples of your work within your digital portfolio.

## Format of Portfolio

You will be asked to send your digital portfolio to us by email so we recommend submitting your digital portfolio in the format of a PowerPoint saved as a pdf file. We recommend you use a white background as this allows your artwork to be the main focus.

Each slide/page can contain one or more images, for example in the suggested layouts below where your artwork is represented in red.

We recommend you title each slide/page and include your personal statement along with your qualification certificates at the end of the portfolio.



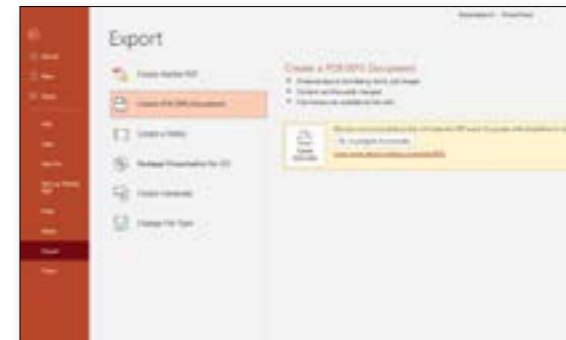
## How Much Work Should I Include in My Portfolio?

- If you are applying to an HND or UAL Level 3 Foundation Diploma you should submit 10-15 slides/pages of your Art and Design work.
- If you are applying to an NC or UAL Level 2 or 3 Diploma you should submit 5-10 slides/pages of your Art and Design work.
- Links to videos can be included in the digital portfolio if you wish to show moving imagery.
- Please include clear scans of your qualification certificates and your personal statement at the end of your digital folio

## Saving Your PowerPoint as a PDF Digital Portfolio

Once you are happy with your digital portfolio in PowerPoint, select **File - Export**. There you will find the option to: **Create PDF/XPS Document** as pictured below. Click **Create PDF/XPS** and title your file with your full name and the course you have applied to, for example:

**JoBlogs-UALFoundationDiploma**. Save as a **PDF** in your chosen location then email as an attachment to the folio email address you will have received.



## Don't Have a Portfolio?

If you do not have a portfolio of work from either school or personal study, we have introductory courses that are ideal to help you build up a portfolio that is suitable for progressing onto higher level courses the following year. Our introductory course is the UAL Level 2 Diploma and if you don't have a full portfolio we would ask you to complete and submit five drawings of household objects for example, jars, bottles, bowls, fruit or plants. Try to use more than one type of media for example, pencils, pens, crayons, charcoal, paint or ink.

## Applicant Session

After receiving and accepting your offer you will be invited to attend an online applicant session. This is an opportunity to meet the staff and current students, learn more about your course and meet your future classmates. The session will cover your expected timetable, course content, progression routes and how to best prepare for starting your course. We will show you examples of student work and answer any questions you may have and welcome you to the School of Art and Design.

## Submission Deadlines



Many of our courses are highly competitive. However some of our HNDs and NCs have some remaining places as well as our larger UAL level 2, level 3 and level 3 Foundation Diplomas. So its not too late to make an application and become one of Scotlands future Creatives. We recomend applicants submit their digital portfolios within 10 days of receiving the instructions. We will be reviewing portfolios and applications on a rolling basis from June to August.









# ART & DESIGN COURSE PROGRESSION

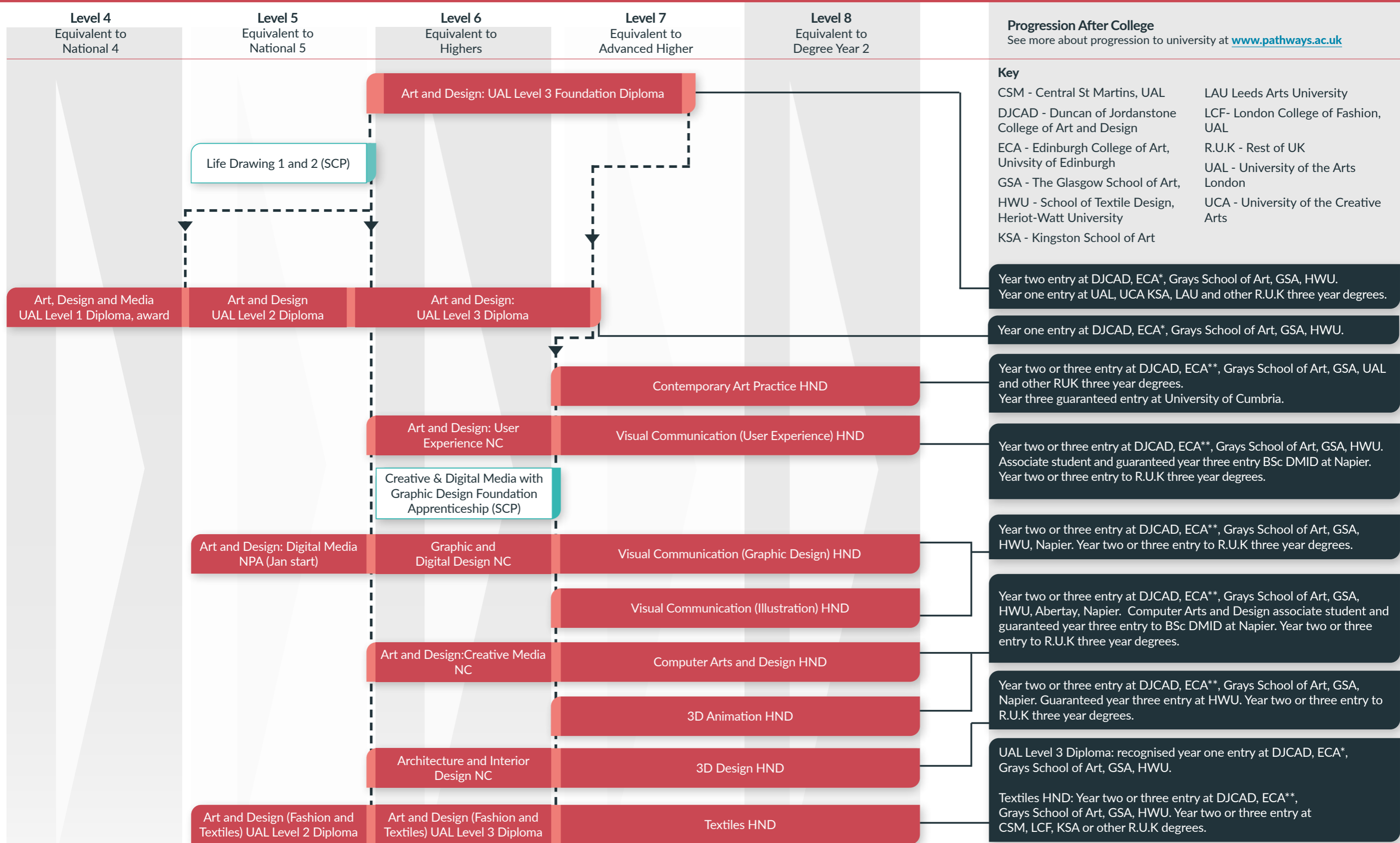
Our course portfolio and progression routes may be subject to alteration.

Schools College Partnership (SCP) courses  Optional Cross-Progression 

College Courses  Progression After College 

Professional Courses  Same level progression 

Please find our guide to our progression maps on the next page.



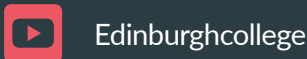
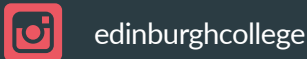
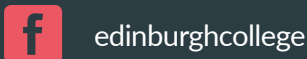
\* With other relevant qualifications \*\* Second year entry at ECA



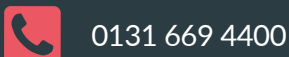
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## For the future you want

Edinburgh College is a registered charity in Scotland.  
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Our course portfolio and campus allocation may be  
subject to alteration.

