

VCE Season of Excellence 2016
VCE Art and VCE Studio Arts

Application for Start Up - Top Arts 2016
The Ian Potter Centre: NGV Australia

Instructions for submission

Please submit work which is likely to achieve a high score and is available for exhibition from April to July 2016.
Students may complete multiple application forms with up to 5 photographs/images or a DVD if screen based work - per application.
Complete all details on the other side of this form

1. Use **separate application forms for each artwork or series** and **place each application in a separate A4 sleeve**.
Staple multiple application forms together. Do not use presentation folders or binders, or pin photographs to the application form.
2. **VCE Art students** can submit up to **5 photographs per application that represent the resolution of the student's ideas** as represented in their body of work. Short-listed Art students will be required to deliver artworks and support material from the body of work for final selection in early December 2015.
3. **VCE Studio Arts** students can submit up to **5 photographs per application of finished artworks** selected from the folio that are based on **potential directions** as identified in their **focus reflection and evaluation document**. Short-listed Studio Arts students will be required to deliver both School assessed Task 1 Exploration Proposal/design process and all of School-assessed Task 2 for final selection in early December 2015.
4. Label each photo on the back with applicant's name and title of work and mark with an arrow indicating the top of image if unclear.
Short listing can depend on good photographs. See www.vcaa.vic.edu.au/seasonofexcellence.html for tips on taking good photographs.
5. If submitting digital photography, provide hardcopy images. Do not submit any photography on CD or DVD unless your work is screen-based work. Film, performance, multimedia or web pages should be submitted on CD/DVD.
6. For screen based works please write applicant's name on each CD or DVD. Students should have copyright clearance for non-original material used. Please submit in a format that can be viewed on a PC or Mac and can be opened and viewed easily. (See copyright information below).
7. Provide a home/personal email for each application, **not** a school email.

Note: No application material will be returned to applicants.

Copyright clearance

Work submitted to *Top Arts* that does not have copyright clearance for the use of non-original material cannot be considered for exhibition or screening. This includes audio material, video clips, images from websites and images from publications including logos. While works produced and submitted for school assessment do not contravene copyright legislation, once they are displayed in or published for Season of Excellence events their legal status changes. Applicants should seek clearance for all non-original material used particularly in the case of music for films and multimedia.

Copyright Guidelines: www.vcaa.edu.au/seasonofexcellence.html includes information on how to seek clearance.

Please attach documentation to show that copyright clearance for non-original material has been obtained for the period 1 April to 30 July 2016 and the email or letter sent to the copyright holder by the applicant. Works without copyright clearance will not be considered by the selection panel.

Collection Notice

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA and the NGV collect the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating your application to Top Arts 2016. The personal information collected in this form will be disclosed to and used by relevant VCAA and NGV employees and/or contractors for and in connection with the abovementioned purpose. Unless the VCAA is authorised or required by law to do so, the VCAA will not use the personal information collected in this form except for the abovementioned purposes or disclose it to organisations other than those referred to above. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided on this form, the application may not be considered. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. Initial enquiries regarding access to personal information held by the VCAA in relation to the VCE Season of Excellence can be made by contacting the VCAA's Student Events Team at seasonofexcellence@edumail.vic.gov.au. The VCAA Privacy Policy can be found at www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx.

Enquiries: Please consult Frequently Asked Questions (FAQ's) at www.vcaa.edu.au/seasonofexcellence.html before contacting us by email at TopArtsEnquiries@ngv.vic.gov.au

SEND TO: StArt Up: Top Arts 2016
National Gallery of Victoria
PO Box 7259, Melbourne, 3004

DEADLINE: 5PM THURSDAY 15 OCTOBER 2015
Applications must be post-marked by this date to be accepted

PLEASE COMPLETE FORM IN CAPITALS

STUDY NAME: []Art []Studio Arts **SCHOOL:** []Government []Catholic []Independent

Student Information: []Female []Male

Name _____

Street Name _____ Suburb _____ Postcode _____

VCAA Student No. _____ Phone (H) _____ (M) _____

Email (not school email) _____

Use a separate application for each artwork or series, and place each application in an A4 plastic sleeve.

DETAILS OF ARTWORK

Title _____

Size in centimetres (Measure image size only, not mountboard or frame, for 2D works)

_____ cm height x _____ cm width x _____ cm depth (3D work only)

Medium of work/s:

- Drawing Printmaking, Ceramics, Painting, Photography, Film/Video,
 digital media textiles/fibre, sculpture/found object, performance, installation,
 other, please specify _____

Length of screen-based work (if applicable) _____ minutes. **Software used** _____

I have attached copyright clearance documentation [] Yes [] Not applicable

Works must be accompanied by documentation showing that clearance has been obtained for non-original material. Please read copyright information on the other side of this form. The documentation must include the letter/email request sent to copyright holder by student.

Source of copyright material (ie. name of artist of original soundtrack)

THEME OF WORK

Outline the ideas expressed in your work (ie key ideas from Exploration Proposal, annotations and reflections in folio)

CHECKLIST *Read carefully and tick each if box if appropriate*

- [] I have enclosed up to 5 photos/images per application.
- [] I have read the instructions for submitting applications and the copyright requirements outlined in the form.
- [] I have clearly completed all required details in capital letters.
- [] I have labelled all photos/discs/DVD's as required.
- [] I have not submitted photos or images or work on CD/DVD unless it is for screen-based work.
- [] I have provided a personal email address (not a school email address).
- [] I have enclosed a stamped self-addressed envelope for acknowledgement of application (optional).
- [] I have enclosed documentation for copyright clearance obtained for 1 March to 30 July 2016 for non-original material and the letter/email sent to copyright holder.
- [] The completed application form and photos/disks has been placed within an A4 plastic sleeve: one sleeve per application, multiple sleeves stapled together.
- [] I have attached a copy of my Authentication Record Form completed by the class teacher.

Posting your application.

Place this completed form in the A4 plastic sleeve so that this side is facing out.

Place photographs at the back of the sleeve so the image is visible.

Note: If you wish to receive notification that your application has been received, please include a STAMPED self-addressed envelope to be placed at the front of the plastic sleeve. Acknowledgment will be sent in December.