

Foundation

Diploma in Art, Design & Media Practice

Setting up a Dropbox Account:

These step by step instructions will help you to set up a Dropbox account and upload your portfolio. You must set up your Dropbox account prior to completing and sending your application form, as you will need to add your Dropbox link into your online application form.

Step 1:

Go to <http://www.dropbox.com>

Step 2:

Sign up and follow the on screen instructions. Choose 'Dropbox Basic'. (If you already have a dropbox account, please set up a new account for your application).

Step 3:

You must make sure that your account has public access and is not password protected so that we are able to view your portfolio.

Step 4:

Once you have signed up you will be given the option to install Dropbox on your computer and/or phone. Install.

Please note:

You can still **add to your portfolio after you have sent us your dropbox link**, as the original link will not change. This means you can get your application in early and update your portfolio before the deadline at 6pm GMT on the 1st February. It's only after this point that work will be reviewed..

Adding files via Dropbox on a device:

Once you have installed Dropbox on you computer it will appear in your computer folders. You will be able to drag and drop files into this.

To create your digital portfolio:

Click on your dropbox folder and then create a **New folder** within it.

Name it:

Foundation Application followed by your name. Then simply drag and drop your images into the folder from elsewhere on your computer. You may like to name these 'Observational Drawing 1', 'Working Process 2' etc. to help organise the images.

When you have uploaded your images right click on the folder & click **Share Dropbox Link**.

The link will be copied to your clipboard and all you have to do is **Paste** this into your application form via the right click of the mouse. Please make sure you include this link and test your link to make sure it works correctly and we can see all your images.

Adding files via Dropbox.com:

If you do not wish to install Dropbox on your computer you will need to use Dropbox.com.

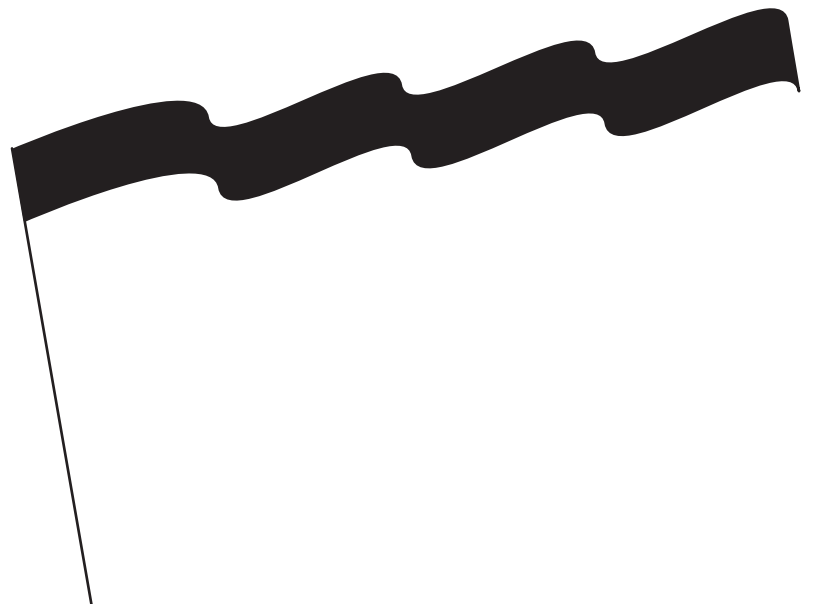
To create your portfolio:

Sign in and click on **New folder** icon.

Name it:

Foundation Application followed by your name. Then simply drag and drop images from your computer or right click and **Upload files**. You may like to name these 'Final Outcome 1', 'Working Process 2' etc to help organise the images.

When you have uploaded your images click the **Share Link** icon at the top of the page. Please **Copy** and **Paste** the link that appears on screen into your application form. Please test your link to make sure it works correctly and we can see all your images.



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The Application:

The online application form can be found on the KSA website. Please complete all sections including a Dropbox link to your Online Portfolio. Entry requirements in regards to qualifications can also be found on the website.

All **Home** applications must be submitted digitally by **6pm on 1st February**.

All **Overseas** applications must be submitted digitally by **6pm on 1st April**.

At this stage of the application process, Home students are not required to supply certificates to prove completion of GCSE's, A-Levels or equivalent. You will be asked for these if you are offered a place.

Applications can be submitted prior to the deadline date and without all photos being uploaded to Dropbox but the link to the folder must be provided on the application form.

All correspondence about your application is via email so please ensure the email address you supply in the application is one you check regularly.

Applicants will be contacted throughout February and March once their portfolio has been thoroughly reviewed by our team of Foundation Staff.

Personal Statement:

As part of the application you are required to include a 300 word personal statement that describes your influences, ambitions and plans for the future. This is a chance for you to further explain your interests and ambitions or talk in more detail about something specific in your portfolio. The way you write this can reflect you as an individual, don't feel it needs to be written in a formal academic tone.

Digital Portfolio:

A portfolio is a selection of images of your work. It's how we get an insight into you and your ideas, working method and ambitions. Your portfolio can show work from school / college, at clubs and courses, or work you've made independently.

The following (no more, no less) must be uploaded to your Dropbox folder by 6pm on 1st February. We do not review any portfolios before our deadline date. Make sure your photos are well lit and in focus.

Please only make one Dropbox folder, and include the following, titling your files observational _ 1, _ 2, _ 3 etc):

1. **5 photos of Final Outcomes**

Final outcomes are pieces of work you feel are resolved. These may be flat work, paintings, sculpture, installation, illustration, animation, film, garments, products, the list goes on.

2. **15 photos of your Working Process**

Your working process should document how you come up with ideas, research into relevant subject matter or themes, your experimentation, things that might have gone wrong, surprising successes ! You may have sketchbook pages, design development, process pages.

3. **10 photos of 'Draw This!' task**

For the **Draw This** task we'd like you to create a series of **10 observational drawings in response to one of the ideas below**. Pick something that excites you and consider the drawing tools and materials you might use as well as the size and scale of the surface you may draw on.

- **Visit a place you haven't been before** and record what you find there through drawing. This should be somewhere accessible to you but could be a: museum, park, building, event, gallery, public space.....
- **Watch a film / documentary you haven't seen before** and record the scenes, framing and narrative through drawing. This is a chance to explore a genre or subject of filmmaking or documentary you might not be as familiar with. Websites like the BFI / BBC archive have a large collection of free content.
- **Record a journey you haven't done before** and document it through drawing. This might be a walk, bus or train journey, a cycle..... consider the places you may pass through, how a landscape might change where you start and where you end up. The length of journey is up to you, we're interested in how you record it.
- 4. **10 photos of 'Things I Like'**
This could be 10 things that inspire you, things you collect, things you find hilarious...think about how this can be as specific to you and your interests as possible. These do not have to relate to art and design.

As we don't get the chance to meet you, please make sure your portfolio shows us all you can offer.