Top Designs/Top Screen 2025

VCE Media - **Preview** form

This document is a preview the Top Designs / Top Screen 2025 VCE Media Application form. The purpose of this document is to outline what is required for your application so you can prepare before completing the form.   
  
Application forms are completed using SurveyManager online forms software. Links to online forms for each study are listed on the [Top Designs page](https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/TopDesigns.aspx) of the VCAA website.  
  
If you have access requirements that mean completing your application via Word document, video, audio or another method would work best, please email SEASONOFEXCELLENCE@EDUCATION.VIC.GOV.AU or call (03) 8688 7815.

1. Application guidelines

**You will be asked to submit the following:**

* A brief description/synopsis of the narrative of your Media product (less than 80 words)
* Audience profile
* A summary of your intention statement
* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your complete Media product
* VCAA Authentication Record Form
* Copyright clearance (if required)

2. VCAA Privacy Statement and 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 collects the information requested in this form, which includes personal information within the meaning of the Privacy and Data Protection Act 2014 (Vic) for the purpose of facilitating and assessing your application for the VCE Season of Excellence. A third party contractor, SurveyManager, collects and stores the information requested on this form securely on its Australian-based servers on behalf of the VCAA. If you complete the requested information on this form and click on Submit application, the information will be transferred to the third party’s servers and accessed from there by the VCAA. Before deciding whether you wish to click on Submit application, you can review SurveyManager’ Privacy Statement here: <https://www.surveymanager.com.au/privacy-policy/>

If you click on the link to the third party’s Privacy Statement, you will leave the VCAA’s website and be redirected to the third party’s website. Please be aware that the third party uses cookies. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance. The application form uses persistent cookies, which enables you to return to the application to complete it in another session (within one week of commencement) if you use the same internet browser and computer each time. If your internet browser is set to block all cookies, you will not be able to use this ‘save and continue’ function.

The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors and disclosed to members of the VCE Season of Excellence selection panel for and in connection with the abovementioned purpose. The selection panel will be comprised of state reviewers and experienced teachers. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. 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. So if you provide personal information about another person as part of your response to the application form, please tell that person. If the requested personal information is not provided, the application may not be considered. An individual may request access to personal information the VCAA holds about them, if any, 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 VCAA Student Events at <mailto:SEASONOFEXCELLENCE@EDUCATION.VIC.GOV.AU>. The VCAA Privacy Policy can be found at: [www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx).

* Yes, I agree to the VCAA Collection Notice

3. Applicant details

* VCAA student number

*This is an eight-digit number with a letter, e.g. 12345678A*

* First name
* Last name
* Email address

*This must be a personal email. Do not use your school email*

* Mobile number

4. School details

**Please enter the details for the school where you studied VCE Media**

* School name
* School suburb
* Year level in 2024
* Teacher's name
* Teacher's email address

5. Please confirm your school sector, if known

* Government
* Catholic
* Independent
* Other, please specify

6. If your home school is different to the above, please let us know here

* Home school name
* Home school suburb

7. What are your pronouns?

* She / Her
* He / Him
* They / Them
* Other (please enter below)

8. Do you identify as Aboriginal or Torres Strait Islander?

* Yes
* No
* Prefer not to say

9. Please select the media form for your product

* Film
* Animation
* Photography
* Print
* Audio
* Digital or online
* Convergent or hybridized

If you selected ‘Film’ or ‘Animation’, answer questions 10 to 14.

If you selected ‘Photography’, answer questions 15 to 19.

If you selected ‘Print’, answer questions 20 to 24.

If you selected ‘Audio’, answer questions 25 to 29.

If you selected ‘Digital or online’, answer questions 30 to 34.

If you selected ‘Convergent or hybridised’, answer questions 35 to 39.

Once you have completed the relevant section, proceed to question 40.

FILM OR ANIMATION

10. Media product details

* Title
* Duration *(e.g. 7 min 28sec)*
* Genre *(e.g. comedy, drama)*

11. Provide a brief synopsis of the narrative of your film or animation (less than 80 words)

12. Identify your audience

13. Provide a summary of your intention statement (less than 80 words)

14. Work Submission

Please provide a Google Drive link containing:

* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your film, video or animation. Your Media product must be supplied in MP4 or AVI format and the file size must be less than 750MB.

**Name the file using the following convention:**

VCAA student number\_Study\_Title of product  
 e.g. *12345678X\_Media\_Life is Beautiful*

**Link to your work on Google Drive:**

Please make sure to select **'anyone with the link can edit'** to ensure access to files

PHOTOGRAPHY

15. Product details

* Title
* Product details *(e.g. analogue, digital, sequence, series, presentation)*
* Genre *(e.g. fashion, documentary)*

16. Provide a brief synopsis of the narrative of your photographic production (less than 80 words)

17. Identify your audience

18. Provide a summary of your intention statement (less than 80 words)

19. Work Submission

Please provide a Google Drive link containing:

* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your final Media product, including all final photographs
* A diagram or image showing the presentation layout (dimensions of photographs included)

**Name the file using the following convention:**

VCAA student number\_Study\_File description  
 e.g. *12345678X\_Media\_Presentation Layout*

**Link to your work on Google Drive:**

Please make sure to select **'anyone with the link can edit'** to ensure access to files

PRINT

20. Product details

* Title
* Product details *(e.g. magazine, graphic novel, comic, picture book)*
* Genre *(e.g. fantasy, music journalism)*

21. Provide a brief synopsis of the narrative of your print production (less than 80 words)

22. Identify your audience

23. Provide a summary of your intention statement (less than 80 words)

24. Work Submission

Please provide a Google Drive link containing:

* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your final Media product

**Name the file using the following convention:**

VCAA student number\_Study\_File description  
 e.g. *12345678X\_Media\_Folio Pages*

**Link to your work on Google Drive:**

Please make sure to select **'anyone with the link can edit'** to ensure access to files

AUDIO

25. Product details

* Title
* Product details *(e.g. podcast, radio drama)*
* Duration *(e.g. 7 min 28 sec)*

26. Provide a brief synopsis of the narrative of your audio production (less than 80 words)

27. Identify your audience

28. Provide a summary of your intention statement (less than 80 words)

29. Work Submission

Please provide a Google Drive link containing:

* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your final Media product

**Name the file using the following convention:**

VCAA student number\_Study\_File description  
 e.g. *12345678X\_Media\_Folio Pages*

**Link to your work on Google Drive:**

Please make sure to select **'anyone with the link can edit'** to ensure access to files

DIGITAL OR ONLINE

30. Product details

* Title
* Product details *(e.g. podcast, radio drama)*

31. Provide a brief synopsis of the narrative of your production (less than 80 words)

32. Identify your audience

33. Provide a summary of your intention statement (less than 80 words)

34. Work Submission

Please provide a Google Drive link containing:

* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your final Media product

**Name the file using the following convention:**

VCAA student number\_Study\_File description  
 e.g. *12345678X\_Media\_Folio Pages*

**Link to your work on Google Drive:**

Please make sure to select **'anyone with the link can edit'** to ensure access to files

CONVERGENT OR HYBRIDISED

35. Product details

* Title
* Product details *(e.g. photographic and film installation, online interactive game)*

36. Provide a brief synopsis of the narrative of your production (less than 80 words)

37. Identify your audience

38. Provide a summary of your intention statement (less than 80 words)

39. Work Submission

Please provide a Google Drive link containing:

* A selection of 4 pages from your research portfolio and production experiment evaluations
* Your final Media product

**Name the file using the following convention:**

VCAA student number\_Study\_File description  
 e.g. *12345678X\_Media\_Folio Pages*

**Link to your work on Google Drive:**

Please make sure to select **'anyone with the link can edit'** to ensure access to files

Authentication Record Form (ARF)

40. Please upload your completed ARF with comments, signed and dated by your teacher.

**Name the file using the following convention:**

VCAA student number\_Study\_ARF

*e.g. 12345678X\_Media\_ARF*

Music/Copyright Clearance

41. Does your work feature any music?

* Yes
* No

42. If you answered ‘Yes’:

**Please list details of ALL music used in your work (e.g. song title, artist, license terms, URL source)**

**Examples:**

* *'Anna's Theme' by Kelly Nguyen, original composition created by my friend in GarageBand*
* *"Industrial Cinematic" by Kevin MacLeod, licensed under Creative Commons: By Attribution 4.0 License, sourced from: https://filmmusic.io/song/3909-industrial-cinematic*
* *"Nakamarra" by Hiatus Kaiyote, permission secured from rights holders using copyright template*

43. Copyright clearance

If your work includes any images, text extracts, music or videos which you didn't create yourself, this is 'third-party' content. If you have used third-party content in the creation of your product, you must submit evidence of copyright clearance.

Works submitted to Top Designs that do not have copyright clearance cannot be considered for exhibition. Please refer to the copyright guidelines for information on how to seek clearance: <https://www.vcaa.vic.edu.au/news-and-events/events-and-awards/season-of-excellence/Pages/Copyright.aspx>.    
    
**Does your work require copyright clearance?** *This includes any material that you have not created (e.g. music, images, logos).*

* Yes
* No

44. If you answered ‘Yes’:

Please attach documentation to show that copyright clearance has been obtained for Top Designs, including the email or letter sent to the copyright holder. If you have used Creative Commons or public domain material, please provide the title of the work, name of the artist and the URL from which it was sourced.

**Name the file using the following convention:**

VCAA student number\_Study\_Copyright

*e.g. 12345678X\_Media\_Copyright*

45. Declaration

I agree that the work submitted in this application will be available for exhibition design, catalogue photography and display from December 2024 to July 2025.

I have read and understood the copyright guidelines on the Season webpage, including information on moral rights, and if necessary, have attached documentation of copyright clearance.

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 understand and accept the above declaration