Top Designs 2025

Visual Communication Design – **Preview** form

This document is a preview of the Top Designs 2025 VCE Visual Communication Design Application form. The purpose of this document is to outline what is required for your application to Top Designs so that you can prepare before completing the form.

Application forms are completed using Survey Manager online forms. 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   
**Please have the following ready for submission in a Google Drive folder:**

* A single PDF of copies of the folio pages listed below (maximum 30 pages)
* Images of the Design Solution for TWO communication needs described in the brief (these can be in addition to your folio pages)
* VCAA Authentication Record Form
* Copyright clearance (if required)

**Please include the following folio pages as the single PDF (2-4 pages for each, maximum 30 pages in total):**

* Evidence of research into ‘good design’
* Design research methods
* Documentation of a design brief for two distinct communication needs
* Generation and development of ideas
* Presentation of ideas
* Development of design concepts for two distinct communication needs
* Refinement and resolution of design concepts for two distinct communication needs
* Evaluation and presentation of design concepts for two distinct communication needs

**Please also provide:**

Images of all components for each communication need labelled as ‘Design Solution 1’ and ‘Design Solution 2’.   
Any components of your design solutions that cannot be included in the folio pages PDF (such as videos or GIFs) can be uploaded to your Google Drive folder.

If you require assistance scanning pages from your hardcopy folio, or extracting pages from your digital folio, please contact your teacher.

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’s 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 [SEASONOFEXCELLENCE@EDUCATION.VIC.GOV.AU](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 details for the school where you studied VCE Visual Communication Design*

* 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. Client:

10. Design Solution 1

11. Field(s) of design practice for Design Solution 1:

12. Design Solution 2:

13. Field(s) of design practice for Design Solution 2:

14. Work Submission

**Please upload the following files to a Google Drive folder:**

**A single PDF including the folio pages listed below (2-4 pages for each of the following, maximum 30 pages in total)**

* Evidence of research into ‘good design’
* Design research methods
* Documentation of a design brief for two distinct communication needs
* Generation and development of ideas
* Presentation of ideas
* Development of design concepts for two distinct communication needs
* Refinement and resolution of design concepts for two distinct communication needs
* Evaluation and presentation of design concepts for two distinct communication needs

**Images of all the components for each communication need described in your brief.**

* Please be selective about the images that best reflect each component. They should demonstrate how the Design Solutions respond to the requirements of the brief
* These must be labelled as Design Solution 1 and Design Solution 2
* These can be in addition to your 30 folio pages provided
* If your Design Solution contain components that cannot be included in the PDF (such as videos) please upload these into the same Google Drive folder.

**Name all files you upload using the following convention:**

VCAA student number\_Study\_File description

e.g. 12345678X\_VCD\_Folio OR Design Solution 1/2 OR Video

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

15. VCAA Authentication Record Form (ARF)

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\_VCD\_ARF*

16. 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 and Top Screen 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

17. 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\_VCD\_Copyright*

18. 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