Top Designs 2025

VET Furnishing – **Preview** form

This document is a preview of the Top Designs 2025 VET Furnishing 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 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

**Please have the following components ready for submission in a Google Drive folder:**

* A brief description of your work (less than 80 words)
* Your work uploaded to a Google Drive folder
* Copyright clearance (if required)

 **Optional**: Additional supporting documents, e.g. production timelines, technical drawings, progress photos

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](http://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 VET Furnishing*

* 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. Title of work

10. Select the Units of Competency covered by this assessment task

* **MSFFM2013** Use furniture making sector hand and power tools
* **MSFFM2019** Assemble furnishing products
* **MSFFP2020** Undertake a basic furniture making project
* **MSFGN2001** Make measurements and calculations

11. Provide a brief description of your work (80 words or less)

12. Work Submission

**Please provide a link to a Google Drive folder containing the following:**

* Five (5) images of your final product **(Required)**
* Additional documents showing development, e.g. planning, technical drawings, progress photos **(Optional)**

**Name your files/folders using the following conventions:**
VCAA student number\_Study\_File description
e.g. *12345678X\_VET Furnishing\_Image 1*

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

13. 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

14. 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\_VET Furnishing\_Copyright*

15. 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