Faculty of Informatics & Design

2017 PORTFOLIO REQUIREMENTS
The closing date for the submission of ALL portfolios:
FRIDAY, 29 JULY 2016 at 14:00
NO LATE PORTFOLIOS WILL BE ACCEPTED
Applicants who do not comply with the procedures below will not be evaluated or considered for admission to the Design and Architectural Technology programmes in the Faculty of Informatics and Design. The procedures to be followed for admission to the courses can be divided into three separate steps, namely:

**STEP 1: CPUT APPLICATION FORM**

1.1. Applicants are required to complete the Cape Peninsula University of Technology’s (CPUT) application form for admission. If you did not receive an application form together with the portfolio requirements, please download the application form from our website at: www.cput.ac.za

   The application form must be sent in separately from the portfolio and essay. Please submit the form as soon as you have received it.

1.2. The closing date for applications is **FRIDAY, 29 JULY 2016** and application forms must be submitted or posted timeously, as follows:

   **Street address for application forms**
   Admissions and Registration Centre (ARC)  
   Cape Peninsula University of Technology  
   2nd Floor, Administration Building  
   Keizergracht Street, Zonnebloem  
   CAPE TOWN

   **Postal address for application forms**
   Admissions and Registration Centre (ARC)  
   Cape Peninsula University of Technology  
   P O Box 652  
   CAPE TOWN  
   8000

1.3. It is imperative that you include the following with your application form:

   1.3.1. The required application fee of **R100,00** – payable in one of the following ways:

   **BANK**
   ABSA / Account No: 405 354 8518 / Branch Code: 632005 / Ref: Identity number and surname and initials of prospective student.
   Please include the proof of payment with the application form as it will be regarded as incomplete without this document and will therefore not be processed.

   **CASHIERS**
   Payment to the cashiers at the campus you intend studying at.
   Please ensure that you have a copy of the receipt for your own record purposes when submitting the original receipt with the application form.

1.3.2. A certified copy (not older than three months) of the first page of your identity document or passport.

1.3.3. A certified copy (not older than three months) of your Grade 11 and Grade 12 (the most recent) school report for those currently in matric. Applicants who have already completed their matric should submit a certified copy of their Senior Certificate or Advice of Results statement. You may also include your NBT (National Benchmarking Test) results as additional evidence of your suitability for the course.

1.3.4. One page of the Biographical Information form with a passport-size photograph attached to the top right hand corner of the form.
STEP 2: PORTFOLIO AND ADMISSION TEST

2.1. PORTFOLIO INFORMATION

ND: ARCHITECTURAL TECHNOLOGY
ND: INTERIOR DESIGN
ND: GRAPHIC DESIGN
ND: FASHION
ND: JEWELLERY DESIGN AND MANUFACTURE
ND: SURFACE DESIGN
ND: THREE-DIMENSIONAL DESIGN

2.1.1. Applicants for these programmes are required to submit a PORTFOLIO of specified written and/or practical work.

2.1.2. Where applicable, submit the required essay as stipulated in the portfolio requirements.

2.1.3. The enclosed portfolio submission cover page must be completed and stapled to the exercises to serve as the front page of the portfolio.

2.1.4. Ensure that your name, course and choice of campus are clearly indicated on the outside of the portfolio.

2.1.5. The following three documents must be enclosed in an envelope and submitted together with the practical portfolio of work:

- The one remaining page of the Biographical Information form with a passport-size photograph attached to the top right hand corner of the form;
- A certified copy (not older than three months) of your identity document or passport.
- A certified copy (not older than three months) of your Grade 11 and Grade 12 (the most recent) school report for those currently in matric. Applicants who have already completed their matric should submit a certified copy of their Senior Certificate or Advice of Results statement. You may also include your NBT (National Benchmarking Test) results as additional evidence of your suitability for the course.

2.1.6. The portfolio to be either posted via registered mail or submitted in person to the respective departmental secretary; specific contact details can be found under each programme.

2.1.7. Portfolios may not be submitted via the internet or e-mail.

2.1.8. Make photocopies of your portfolio for your own record purposes in the event that it does not reach us.

2.1.9. CPUT cannot be held accountable if a portfolio is lost in the post and CPUT is under no obligation to accept/evaluate portfolios received in the post after the closing date.

2.1.10. If you have applied for another design course (as a second choice) you must complete the portfolio requirements for that course as well, i.e. submit a second portfolio, otherwise your second choice application will be ignored.
2.1.11. Work submitted must reflect the applicant’s creativity, sense of design and ability and should be completed without the help or guidance of someone else.

2.1.12. Applicants will be disqualified if drawings are copied from photographs and/or traced (unless specifically instructed to do so) or deemed not to be the applicant’s own work.

2.1.13. Additional photographs certified as the applicants own work and considered to be relevant may also be included, if they can be contained in your folder.

2.1.14. Current Grade 12 learners should NOT submit school projects as they may be required by the school’s inspector/examiners at a later date.

2.1.15. Framed work, work behind glass, drawings on hardboard or canvas and/or mounted on wood are not acceptable.

2.1.16. Work must be placed in a sturdy cardboard folder, not to exceed A2 paper-size and should be firmly sealed and secured to prevent work from falling out or getting damaged.

2.1.17. Fashion portfolios should be submitted in A4 folders.

2.1.18. Portfolio submission:

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**VENUES FOR SUBMITTING PORTFOLIOS**

- **Fashion & Industrial Design:**
  Yvonne Vika, Room 1.8, 1st floor, Design Building (Cape Town)

- **Jewellery Design & Manufacture:**
  Reon Davids, Room 1.14, Ground floor, Life Science Building (Cape Town)

- **Graphic Design (Cape Town Campus):**
  Charmaine Simons, Room 3.22, 3rd floor, Design Building

- **Surface Design:**
  Charmaine Simons, Room 3.22, 3rd floor, Design Building (Cape Town Campus)

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**2.2 PRACTICAL ADMISSION TESTS**

2.2.1. In the case of **ND: Fashion, ND: Graphic Design, ND: Surface Design, ND: Three-Dimensional Design** and **ND: Jewellery Design and Manufacture**, ONLY applicants whom the department feels requires testing will be contacted by departmental admin staff.

Applicants contacted must automatically report on the date below as they will not receive any further correspondence/invitation in this regard.

Please ensure that you bring along the items required as indicated in 2.3 below. The allocated date below is FINAL and NOT negotiable.

**Saturday, 17 September 2016 from 08:30 - 16:00**

Design Building, Cape Town Campus

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**2.3. REQUIREMENTS FOR THE PRACTICAL ADMISSION TEST**

The test will consist of a written exercise, an interview, a drawing exercise, a practical test. **Please bring along the following items:**
2.3.1. ND: FASHION
Pencil, ruler, eraser, scissors, cellotape and lunch

2.3.2. ND: GRAPHIC DESIGN
A set of pencils of your own choice, set of pencil crayons, pair of scissors, NT cutter, ruler (preferably metal), eraser, 2 magazines and either masking tape, project glue or bostik as well as lunch.

2.3.3. ND: SURFACE DESIGN
Black fineliner, black kokis, pencils B, B2 and B4, ruler, scissors and lunch. The department will supply 4 sheets of A3 layout paper and 1 sheet of A2 Ariston paper.

2.3.4. ND: THREE-DIMENSIONAL DESIGN
A set of pencils of your own choice, pair of scissors, NT cutter, ruler (preferably metal), eraser, 2 magazines and either masking tape, project glue or bostik as well as lunch. The department will supply 1 x A1 Starcote and paper to draw on.

2.3.5. ND: JEWELLERY DESIGN AND MANUFACTURE
The department will supply all the materials needed but please bring along lunch.

STEP 3: EVALUATION AND OUTCOME

3.1. A Departmental Selection Committee will review the portfolios and written submissions after the closing date for applications and will make an initial selection based on their content.

3.2. The outcome of the application process will result in one of the following:
3.2.1. You are ACCEPTED into the first year of the National Diploma of your choice;
3.2.2. You are NOT ACCEPTED into the first year of the National Diploma of your choice;
3.2.3. Your name is placed on a WAITING LIST: Waiting list applicants will only be contacted after the registration period in 2017 (approximately late January, early February) and only if the respective programme can still accommodate students.
3.2.4. You may be considered for the relevant Design or Architecture Extended Curriculum Programme (ECP):
The target group for ECP consists of prospective students who have applied for entry into the “regular” first year of study;
These applicants show appropriate potential for study in design but are not ready for entry into the regular first year of study;
The relevant department will select those applicants that they feel would benefit from additional support;
The ECP programme runs over a period of four years and the end result is a National Diploma.
3.2.5. You are invited to come in for a practical admission test.
3.3. The Admissions and Registration Centre (ARC) will forward information to accepted applicants as follows:
3.3.1. Letter of FULL acceptance for those who have already completed Grade 12;
3.3.2. Letter of PROVISIONAL acceptance for those currently completing Grade 12;
3.4. Prospective students will be required to confirm their acceptance of a place on the course by paying the stipulated deposit.
3.5. Should further test(s) or interview(s) be required, applicants will be notified by the departmental admin staff. It is therefore imperative to provide recent and accurate contact details.
3.6. The decision of the Departmental Selection Committee is final and no correspondence (either telephonically or in writing) will be entered into regarding the results.
3.7. Please note that queries will not be answered by the department concerned and should be directed to the ARC representative.
1. GENERAL REQUIREMENTS FOR THE ARCHITECTURAL TECHNOLOGY PORTFOLIO

1.1. Applicants may, as an alternative to the departmental portfolio requirement, submit a certified copy of the portfolio that they have submitted to another university to which they have also made an application e.g. to another University of Technology such as Nelson Mandela Metropolitan University or UCT.

1.2. All drawing exercises must be done on good quality white A3 (297 x 420) paper.

1.3. Complete only one task (exercise) per sheet.

1.4. The applicant’s full name must appear in the bottom right hand corner of each sheet.

1.5. The task (exercise) title and number must appear in big block letters at the top of each sheet.

1.6. All sheets to be stapled in the correct order.

1.7. All FOUR tasks to be submitted.

1.8. The portfolio work must be submitted in an A3 size brown envelope. Please do not submit the work in a fancy folder.

1.9. No models need to be made i.e. this refers specifically to the Work Station (Task No 5).

1.10. Original portfolios must be collected from the departmental secretary before 31 January 2017, after which time it will be discarded. Please contact the secretary directly to make arrangements for collection.

2. DEPARTMENTAL CONTACT DETAILS

2.1. Portfolio to be submitted in person to:
   The Secretary: Department of Architectural Technology & Interior Design
   Cape Peninsula University of Technology
   Room 10.27; 10th floor, Media City Building
   c/o Heerengracht Street and Hertzog Blvd
   Foreshore

2.2. To be posted by registered mail to:
   The Secretary: Department of Architectural Technology & Interior Design
   Cape Peninsula University of Technology
   P O Box 652
   CAPE TOWN
   8000

3. COMPULSORY EVALUATION SESSION

3.1. In addition to the submission of a portfolio, those Architecture applicants who live within a 250 km radius of Cape Town, are required to write a compulsory set of tests on ONE of the dates below. The allocated dates below are FINAL and are NOT negotiable.

   Please note that applicants who live more than 250 km from Cape Town, or who are residing outside of South Africa when applying, ARE NOT REQUIRED TO ATTEND THE EVALUATION SESSION. All that they need to submit is the prescribed portfolio.
3.2. Applicants must automatically report on **ONE** of these dates as no further correspondence/invitation will be forwarded in this regard. Please be on time.

<table>
<thead>
<tr>
<th>Session 1: Saturday, 13 August 2016 at 09:30</th>
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<tbody>
<tr>
<td>Session 2: Saturday, 20 August 2016 at 09:30</td>
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<tr>
<td>c/o Heerengracht Street and Hertzog Blvd, 9th floor</td>
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<tr>
<td>Media City Building, Foreshore, Cape Town</td>
</tr>
</tbody>
</table>

3.3. You are required to bring the following with you to the test: a pen, pencil, eraser and calculator (for the mathematics test which will also form part of the evaluation).

3.4. No preparation for the 1.5 hours evaluation session is necessary. Candidates will basically be evaluated on their aptitude for design as well as their language and mathematical abilities.

3.5. International applicants should meet the language requirements (please refer to the following site for more specific details with regard to international applicants: www.cput.ac.za/international). If an international applicant’s first language is not English he/she must write and pass the required language proficiency test.

4. PORTFOLIO REQUIREMENTS

4.1. OBSERVATION DRAWING

4.1.1. **Task 1 - Still life:** Draw a composition of some household objects
- Use black ink or a graphite pencil to produce a line drawing
- Do not use colour.
- Do not draw from memory.
- The objects should receive the same attention as the background (floor, wall, table etc).
- Do not work from photographs, other drawings or paintings.

4.1.2. **Task 2 - Draw the entrance to one of the following public buildings:**
- Nearest Post Office, Library or Police Station.
- Include a human figure (or two) in the drawing.
- The view must be drawn free hand and from life.
- The drawing may not be copied or traced from a photograph.

4.1.3. **Task 3:** Design a Poster on an A3 size paper using any technique of your choice.
**THEME:** "Invite applicants to the discipline of Architectural Technology"

4.2. DESIGN AND TECHNICAL RESOLUTION

4.2.1. **Task 4:** Design a Work Station for a hobby of your choice
- Use your own design and not examples of existing ones.
- Please note that you are **NOT** required to make the model.
**Design Requirements**
The work station must be sturdy. It can be made of any material(s) of your own choice. It must have storage space (drawers, cupboards etc.) It must have legroom and space to accommodate a chair.

**Presentation Requirements**
By using any medium of your choice, draw at least three different depictions of the work station:
- View from the top – Plan
- Side view – Elevation
- Front view - Elevation
It must be easy to understand the working of your work station by looking at the drawings. Do not include any written material, apart from annotations on your drawings. These annotations should be linked to specific parts by means of arrows.

**Evaluation**
The following aspects will be evaluated:
Degree to which you have adhered to the requirements.
Design.
Presentation.

**HALF DAY ENTRANCE PORTFOLIO WORKSHOP FOR STUDENTS APPLYING FOR THE COURSE**

**WHO SHOULD ATTEND**
- Students who do not have art as a high school subject
- Students who may be unsure of their portfolio requirements?
- Students who would like to improve their portfolio and therefore chances of being accepted into the course

**WHAT IT ENTAILS**
- Clarification and understanding of portfolio requirements
- Explanation of the importance of the portfolio in selection of students
- Explain observational drawings
- Tips for producing good portfolio submissions
- Tips for the poster design
- Tips about layout
- Drawing tools- using the right pencil, etc.

**WHEN**
3 HALF DAYS FROM 09h00-13h00
- TUES: 28 JUNE
- WED: 29 JUNE
- THUR: 30 JUNE

**BRING**
- HB pencil
- 2B pencil
- Eraser
- Fine liner/koki

VENUE: 11TH FLOOR MEDIA CITY RUA VASCO DA GAMA FORESHORE
PHONE OR EMAIL to book a place:
Athenkosi Bucwa (bucwaa@cput.ac.za) 021-440 2232
Charlene Pietersen (pietersenc@cput.ac.za)
Shamiela Saiet (saiets@cput.ac.za)

NO COST INVOLVED
6. QUESTIONNAIRE AND WRITTEN SUBMISSION
Please complete ALL the questions below, detach the form and remember to enclose it with your portfolio.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
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<tbody>
<tr>
<td>Full First Name(s) and Surname</td>
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<tr>
<td>Home Language</td>
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<tr>
<td>Identity Number</td>
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<tr>
<td>Passport Number</td>
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<td>Country</td>
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<td>Home Address</td>
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<td>Postal Code</td>
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<td>Home Telephone Number</td>
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<td>Work Telephone Number</td>
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<td>Cellphone Number</td>
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<td>Email Address</td>
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<tr>
<th>Prior Learning</th>
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<tbody>
<tr>
<td>Have you completed or started any previous studies, including full-time, part-time or hobby courses? If YES:</td>
</tr>
<tr>
<td>Full Name of Course</td>
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<tr>
<td>Name of Institution</td>
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<tr>
<td>Full-Time (FT) or Part-Time (PT)</td>
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<td>Date started</td>
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<td>Completed YES or NO</td>
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<tr>
<th>Work Experience</th>
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<tbody>
<tr>
<td>Have you had any work experience? If YES:</td>
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<tr>
<td>Name of Company</td>
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<tr>
<td>Position</td>
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<td>Duration</td>
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</table>
Written Submission: Why do you want to become an Architectural Technologist?

Describe in your own words what you think an Architectural Technologist’s career involves, then motivate why you wish to become an Architectural Technologist (100 words).

<table>
<thead>
<tr>
<th>Year</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
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You can obtain this information from the University’s website at www.cput.ac.za.

NB. The starter kit for the first year is approximately R 4 000.00

END OF ARCHITECTURAL TECHNOLOGY PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.
1. GENERAL REQUIREMENTS FOR THE INTERIOR DESIGN PORTFOLIO

1.1. All drawing exercises must be done on good quality white A3 (297x420) paper.
1.2. Complete only ONE task/exercise per sheet.
1.3. The exercise title and number must appear in big block letters at the top of each sheet.
1.4. All sheets to be stapled in the correct order.
1.5. ALL 5 (FIVE) TASKS TO BE SUBMITTED.
1.6. The practical work must be submitted in an A3 size brown envelope.
1.7. DO NOT submit the work in a fancy folder.
1.8. NO models need to be made (this refers specifically to the Work Station in Task No 5)
1.9. The applicant’s full name must appear in the bottom right hand corner of each sheet.

2. DEPARTMENTAL CONTACT DETAILS

2.1. Portfolio to be submitted in person to:
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3. COMPULSORY EVALUATION SESSION

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3.3. You are required to bring the following with you to the test: a pen, pencil, eraser and calculator (for the mathematics test which will also form part of the evaluation).

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4.1.1. Task 1 - Still life: Draw a composition of some household objects
Use black ink or a graphite pencil to produce a line drawing
Do not use colour.
Do not draw from memory.
The objects should receive the same attention as the background (floor, wall, table etc).
Do not work from photographs, other drawings or paintings.

4.1.2. Task 2: Draw a view of the interior of any large public space (i.e. shopping mall, station, airport etc), or a view looking down the main shopping street of your town. Submit a simple plan of the location and indicate the position of your viewpoint.

Include a human figure (or two) in the drawing.
The view must be drawn free hand and from life.
The drawing may not be copied or traced from a photograph.

4.1.3. Task 3: Design a Poster on an A3 size paper using any technique of your choice.
THEME: “Invite applicants to the discipline of Interior Design”

4.2 DESIGN AND TECHNICAL RESOLUTION

4.2.1 Task 4: Design a Work Station for a hobby of your choice
Use your own design and not examples of existing ones.
Please note that you are NOT required to make the model.

**Design Requirements**
The work station must be sturdy.
It can be made of any material(s) of your own choice.
It must have storage space (drawers, cupboards etc.)
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**PHONE OR EMAIL to book a place:**
Athenkosi Bucwa (bucwaa@cput.ac.za) 021-440 2232
Charlene Pietersen (pietersenc@cput.ac.za)
Shamiela Saiet (saiets@cput.ac.za)

**NO COST INVOLVED**
5. QUESTIONNAIRE AND WRITTEN SUBMISSION
Please complete **ALL** the questions below, detach the form and remember to enclose it with your portfolio.

### Personal Information

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<thead>
<tr>
<th>Field</th>
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<tbody>
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<td>Full First Name(s) and Surname</td>
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</table>

### Prior Learning

Have you completed or started any previous studies, including full-time, part-time or hobby courses? If YES:

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### Work Experience

Have you had any work experience? If YES:

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<tr>
<td>Position</td>
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<tr>
<td>Duration</td>
<td></td>
</tr>
</tbody>
</table>
### Course Information

Have you taken the trouble to find out how much the 3-year Interior Design course would be (for example fees and materials) at CPUT per year? If YES, list the fees below:

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
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</table>

You can obtain this information from the University’s website at www.cput.ac.za.

**NB.** The starter kit for the first year is approximately **R 4 000.00**

### Written Submission: Why do you want to become an Interior Designer?

Describe in your own words what you think an Interior Design career involves, then motivate why you wish to become an Interior Designer (100 words).

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END OF INTERIOR DESIGN PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.
FASHION DESIGN
(Offered only at the Cape Town Campus)
* Please read through the GUIDELINES from pages 1 – 4 before proceeding

**TASK 1: QUESTIONNAIRE**
Please complete **ALL** the questions below, detach the form and remember to enclose it with your portfolio.

<table>
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<td>Work Telephone Number</td>
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**Prior Learning**
Have you completed or started any previous studies, including full-time, part-time or hobby courses? If YES:

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**Work Experience**
Have you had any work experience? If YES:

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<tr>
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<tr>
<td>Position</td>
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<tr>
<td>Duration</td>
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</table>
TASK 2: Written Submission Essay (Use an A4 sheet of paper)
Visit three clothing shops in your area and inspect a minimum of 5 garments in each of the three different clothing shops. Report on your findings with a focus on the following:
Style/shape • Colour • Print and pattern • Fabric types • Care labels • Place of manufacturing • Quality.
Your report could include visuals.
The written component in the final report should not exceed 1000 words.

TASK 3: Practical Component 1
Carefully study any object in your room and make a careful drawing of this object

TASK 4: Practical Component 2

Dear Designer
Please complete this questionnaire, as it forms part of the portfolio which is essential for the selection process. Read the brief carefully, follow the instructions and your portfolio will be complete (all details and drawings must be completed on this questionnaire in the spaces provided).

NB Use the instructions in the circles as a guide

THE BRIEF
You have been appointed as a designer for a leading retailer and your task is to research and design a range (five garments on the models provided) in any area you want to pursue.
This range or collection must be clothes that will be available for the approaching summer season. You have to indicate the area you are going to research, the colours you are going to use, the trims required (buttons, etc) the colours you predict and the fabrics that are most suitable for your designs. Fill in the details in the spaces provided so that you cover all of the aforementioned aspects. All the information obtained for this project must be obtained from store visits (Edgars, Naartjie, Truworths etc.) and fashion magazines. Smaller stores can also be visited for inspiration.
**QUESTION ONE**
Select an area for which you want to design your range, namely men’s wear, ladies’ wear or children’s wear and state why.

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<tr>
<th>Area</th>
<th>Why</th>
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Did you research ladies’, men’s or children’s wear? what aspect - casual, formal or sport?

**QUESTION TWO**
Which stores/shops did you visit?

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Get your styling ideas from stores and magazines.

**QUESTION THREE**
Which magazines did you use?

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</table>
QUESTION FOUR
Which fabrics did you choose and why?

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<th>Fabrics</th>
<th>Why</th>
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The fabrics and colours must be appropriate for the range you are designing.

QUESTION FIVE
Which colours did you choose and why?

<table>
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<tr>
<th>Colours</th>
<th>Why</th>
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QUESTION SIX
This is the design stage. You must apply all of your research and draw the styles that you feel are appropriate for the season. You may use a figure of your own, or use one of the figures provided on the following three pages to design your range in any one of the following categories – namely men’s wear, ladies’ wear or children’s wear. The figures (models) must be traced individually on A4 paper for each of the five designs – i.e. one drawing per page. Submit all FIVE drawings with relevant fabric swatches attached to each sheet. Drawings to be stapled together and submitted in an A4 envelope.

Draw your styles on the models provided. Use the colours as stated in question 5. You must have five ladies’, men’s or children’s designs.
Each design must have fabric swatches, suitable for your designs.

Staple your fabric swatches here on each design.

This page is only a guide for the format of presentation. Models must be traced and dressed with your design.
This page is only a guide for the format of presentation. Models must be traced and dressed with your design.

Each design must have fabric swatches, suitable for your designs.

Staple your fabric swatches here on each design.
Each design must have fabric swatches suitable for your designs.

This page is only a guide for the format of presentation. Models must be traced and dressed with your design.

Staple your fabric swatches here on each design.

END OF FASHION DESIGN PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.

SUBMIT PORTFOLIO TO:
YVONNE VIKA, ROOM 1.8, GROUND FLOOR, DESIGN BUILDING
Please submit your application form as well as your portfolio at the **CAPE TOWN CAMPUS**

**TASK 1: Questionnaire**
Please complete ALL the questions below, detach the form and remember to enclose it with your portfolio.

### 1. Personal Information

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2. Prior Learning

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<thead>
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<th>Name of Institution</th>
<th>Date started</th>
<th>Full-Time (FT) or Part-Time (PT)</th>
<th>Completed YES or NO</th>
</tr>
</thead>
</table>

3. Work Experience

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Position</th>
<th>Duration</th>
<th>Would you have to take a part-time job to help pay towards your education?</th>
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<td>YES</td>
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<td>NO</td>
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</tbody>
</table>

4. Have you applied to enter any other Art or Design Institution? If YES:

<table>
<thead>
<tr>
<th>Full Name of Course</th>
<th>Name of Institution</th>
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</thead>
</table>

5. Please indicate how much the current fees for the 3 year Graphic Design course are.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
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You can obtain this information from the University’s website at www.cput.ac.za. NB. The starter kit for the first year is approximately R 4 000.00

6. How will you travel daily to the Cape Peninsula University of Technology?

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7. What books and magazines have you read this year?

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8. Are you particularly interested in a SPECIFIC Graphic Design occupation?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>

8.1. Please number one or more answers in order of preference (e.g. 1. Illustration, 2. Typography, etc):

- [ ] Advertising
- [ ] Cartooning
- [ ] Exhibition Design
- [ ] Web Design
- [ ] Printing
- [ ] Self-employed
- [ ] Illustration
- [ ] Copywriting
- [ ] Multi-Media
- [ ] Marketing Freelance
- [ ] Work
- [ ] Book Publishing
- [ ] Typography
- [ ] TV/Video Production
- [ ] Desktop Publishing
- [ ] Newspaper & Magazine Publishers

9. Why do you want to be a Graphic Designer?  
Describe in your own words what you think a Graphic Design career involves, then motivate why you should be considered for a place in the Graphic Design programme? (100 words).
Written Exercise 1
The text/copy below comes from three different advertisements. In not more than three sentences, explain what you think each one means:

1.1. “Impossible is nothing” (Adidas)

1.2. “Think different” (Apple)

1.3. “When there’s no tomorrow” (FedEx)
**Written Exercise 2**
Select 2 full-page advertisements from magazines – i.e. one that you consider to be good, and one that you consider to be bad. Write a paragraph for each of the advertisements to explain the following:

<table>
<thead>
<tr>
<th>2.1. Good Advertisement (Please attach the original good advertisement to this page and label it good advertisement).</th>
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<tbody>
<tr>
<td>2.1.1. What is a target market?</td>
</tr>
<tr>
<td>2.1.2. To whom do you think the first (good) advertisement is aimed? (Target market)</td>
</tr>
<tr>
<td>2.1.3. What is the single minded message of the advertisement?</td>
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</table>
2.1.4. Comment on layout, typography, the image and the product shot of the advertisement. (maximum 80 words).

2.2 Bad Advertisement. (Please attach the original bad advertisement to this page and label it bad advertisement)

2.2.1. Based on your analysis of your good advertisement, describe why you think your bad advertisement is not a good advertisement (maximum 80 words).
Written Exercise 3

3.1. In your own words describe what a brand is.

3.2. What are the 5 key features of a brand?
TASK 3: Practical Exercises (To be completed on A4 or A3 size paper)

3.1. Observe and draw a CHAIR from at least two sides, in perspective:
   Use pencil.
   Make TWO drawings.

3.2. Design ONE of the following PHRASES on an A4 size paper:
   Time to dash!
   Stop that now!
   Easy does it!
   That’s amazing!

   Use an existing typeface and work in black ink, by hand.
   NO computer printouts, or tracing of printouts.
   Choose a typeface to suit the meaning of your phrase.
   Use only the typeface – do not add any pictures or patterns.
   Typeface (font) refers to the design of characters (letters) that make up an alphabet.
   The following are examples of some well-known typefaces: Helvetica, Garamond, Times new Roman, Verdana etc.

3.3. Design YOUR FIRST NAME in an expressive manner using paint, ink or pencils
   or a combination of these.

3.4. Paint or draw a SELF-PORTRAIT (your own face) in full colour
   Look in a mirror and make a carefully observed drawing of yourself.
   Use water-based paint or coloured pencil crayons.
   Do not copy from a photograph.

3.5. Draw a STORYBOARD

   What is a storyboard?
   A storyboard is a sequence of frames in which a story is told visually (through pictures only). Like any good story, your storyboard should have a clear beginning, middle and ending.

   Draw YOUR OWN STORYBOARD in a series of six (6) frames to describe ONE of the following scenarios:
   1. A walk to the local shop, OR
   2. Accidentally breaking something, OR
   3. Receiving good news in the post

   [Blank frames for storyboard]
Do this in colour using pencils and pencil crayons.
Do not draw in a cartoon style!
Each frame should be drawn on its own sheet of A4 paper, using a landscape format (this means the frame is wider than it is high).
Each frame must be **15cm wide and 10,5cm high**. The storyboard should communicate visually without the use of text/words.

3.6. Make a drawing (composition) consisting of **FOUR** elements displayed on a table:
- a **piece of fruit**,
- a **glass or bottle of water (must be transparent)**,
- a pair of **trainers (running shoes)**
- and a crumpled **chip packet**.

Arrange these in an interesting way and draw the objects and the surface of the table using pencils (2B, 4B, 6B).
Pay special attention to shape, size, texture, lighting, position (what is in front and what is behind) and perspective.
Try to show the forms and the material qualities (what the objects are made of) of the various objects.

3.7. Create a design for a **T-SHIRT** using ONE of the words below:

- **Imagine**
- **Create**
- **Dream**
- **Design**

**Use the word plus the following elements to create your own design:**
- A blue circle, a red square or a green triangle.
- You may use these in any combination, size, repetition, pattern or position along with your chosen word.
- You will need to draw your T-shirt onto an A4 sheet of paper and render your design in any medium.
- Please note that you do **NOT** need to use a real T-shirt - this is only a design on paper.

END OF GRAPHIC DESIGN PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.

**SUBMIT PORTFOLIO TO:**
CAPE TOWN CAMPUS: CHARMAINE SIMONS, ROOM 3.22, 3RD FLOOR, DESIGN BUILDING
YOU WILL BE PROVIDED WITH A PORTFOLIO NUMBER. PLEASE MAKE A NOTE OF THIS NUMBER
### JEWELLERY DESIGN AND MANUFACTURE
(Offered only at the Cape Town Campus)
* Please read through the GUIDELINES from pages 1 – 4 before proceeding

**TASK 1: QUESTIONNAIRE**
Please complete **ALL** the questions below, detach the form and remember to enclose it with your portfolio.

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**Prior Learning**
Have you completed or started any previous studies, including full-time, part-time or hobby courses? If YES:

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The following will be assessed: your writing and analytical skills, observation and drawing skills, designing skills and your hand skills.

Task 2: Writing and Analysis
You must condense your thoughts into the required length and not exceed the word count. Use an A4 sheet of paper.

2.1. In **TWO-HUNDRED** words,
   Describe yourself and your reasons for wanting to enroll for Jewellery Design and Manufacture.

2.2. In **SIX-HUNDRED** words,
   Using books or an internet search, find a jeweller whose work challenges your imagination. Tip: there is a website http://klimt02.net/ that has an amazing gallery of modern jewellers. Select an image of their work and describe the design in words. Tell us why you like or dislike it and how the design challenged you? There are many ways to do this, for example, try and get inside the jeweller’s head and understand what he or she was trying to say by designing that piece. What do you think influenced the design? Etc

Task 3: Observation and Drawing
Find two interesting objects and put them on a table, one slightly in front of the other. On an A4 piece of paper make a pencil drawing of the objects, no shading. This is just a simple line drawing but put in as much detail as you can.

Task 4: Designing
Choose a theme for a fancy dress party and find some images that describe your theme. Assemble these ideas on an A4 piece of paper by cutting them out, arranging them and sticking them down with paper glue - this is called a reference board. Again on an A4 piece of paper, design a piece of jewellery for the fancy dress party, the inspiration for which comes from the reference board. Use colour and shading here.

Task 5: Hand Skills
Design a chair or a toy and construct it out of thin cardboard. It must be able to fold down flat or be assembled from a number of cardboard sections. These sections or the folded down piece must fit into an A5 envelope. **NO BIGGER!** If it folds down, use tape as the joining mechanism. If it is assembled, the sections must slot into each other. We will be looking carefully at the skill of working with the card, the cleanliness of the final piece and the inventiveness of the design. Assembling instructions must accompany the chair or the toy.

END OF JEWELLERY DESIGN AND MANUFACTURE PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.

**SUBMIT PORTFOLIO TO:**
REON DAVIDS, ROOM NUMBER 1.14, FIRST FLOOR, LIFE SCIENCES BUILDING
**SURFACE DESIGN**  
(Offered only at the Cape Town Campus)  
* Please read through the **GUIDELINES** from pages 1 - 4 before proceeding

**TASK 1: QUESTIONNAIRE**

Please complete **ALL** the questions below, detach the form and remember to enclose it with your portfolio.

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**Prior Learning**

Have you completed or started any previous studies, including full-time, part-time or hobby courses? If YES:

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**Work Experience**

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THE PORTFOLIO SHOULD CONSIST OF THE FOLLOWING

Task 2: Three A3 Posters
You will need 3 X A3 sheets of Ashrad drawing paper.

2.1. Draw a SELF-PORTRAIT (your own face) and design a R20 note. 
   The size must be 21cm X 40,5cm. 
   Carefully observe yourself and use your own style. 
   DO NOT copy from a photograph. 
   Use a R20 note as inspiration for your design.

2.2. Draw a still life of a bunch of Flowers 
   On the second A3 sheet of paper. 
   In your own drawing style. 
   Use a black fineliner or black koki.

2.3. Make a piece of fabric re-using any material you can find by weaving or knotting. 
   You can tear pieces of cotton fabric, use rope, unravel an old jersey, etc. 
   It must not be smaller than A4.

Task 3: Realistic drawing of your Foot 
On an A3 paper, Ariston or Ashrad draw your foot.

Task 4: Colour Composition 
Use cut up or torn blocks from magazines to create a colour self-portrait on Ariston or Ashrad paper. 
Use a variety of different colours to create tonal values to express light and dark areas.

Task 5: Essay 
Compare, analyze and describe three different styles of music that you enjoy in 1500 words

END OF SURFACE DESIGN PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.

SUBMIT PORTFOLIO TO: 
CHARMAINE SIMONS, ROOM 3.22, 3RD FLOOR, DESIGN BUILDING
THREE-DIMENSIONAL DESIGN
(Offered only at the Cape Town Campus)
* Please read through the GUIDELINES from pages 1 – 4 before proceeding

TASK 1: QUESTIONNAIRE
Please complete ALL the questions below, detach the form and remember to enclose it with your portfolio.

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<tr>
<td>Position</td>
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<tr>
<td>Duration</td>
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</table>
Task 2: Folding Chair
From a single piece of cardboard (similar thickness and rigidity to a cereal box) design and make a 1/5 scale model of a chair.
The chair must fold flat and be submitted in an A4 envelope along with your portfolio.
**DO NOT** use corrugated card, glue anything, use multiple pieces, give instructions, reinforce with any other material, use dowels/pins/toothpicks/wire or anything similar.
**DO** make use of creative folds and interlocks, consider ergonomics, keep scale and proportions in mind.

Task 3: Still Life Drawing (Size: A3)
A carefully observed pencil drawing of two man-made objects, drawn from life.

Task 4: Logo (Size: A3)
Generate your name in the style of a well-known and recognisable brand logo (eg. BMW, IBM, APPLE, SAMSUNG etc.) in any medium of your choice.
Attach a colour image of the original logo with your work.

Task 5: Life drawing (Size: A3)
A full length study, in any medium and drawn from life, of the clothed human figure performing a task.

Task 6: Interior space drawing (Size: A3)
A carefully observed drawing
In any medium
Of a room in your house / flat / living space
Containing at least three items of furniture
The drawing is to be executed freehand without any mechanical aids such as a ruler.

Task 7: Clothing peg drawing (Size: A3)
A front view, a top view and a side view of a washing peg of your choice.
The drawing to be fully dimensioned
The drawing is to be executed free-hand without any mechanical aids such as a ruler.

PLEASE SEE PAGE 39 FOR TASK 8 - WRITTEN SUBMISSION
**Task 8: Written Submission**

Describe in your own words what you think a Product Designer’s career involves and then motivate why you wish to become a Product Designer (use only the space provided below). Detach and submit with your portfolio.

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END OF THREE-DIMENSIONAL DESIGN PORTFOLIO REQUIREMENTS.
To improve your chances of success, please ensure that you have carefully read through the GUIDELINES and the PORTFOLIO REQUIREMENTS, analysed and correctly followed the instructions.

**SUBMIT PORTFOLIO TO:**
**YVONNE VIKA, ROOM 1.8, GROUND FLOOR, DESIGN BUILDING**
2017 DESIGN FOUNDATION YEAR ENTRANCE PORTFOLIO
(Offered only at the Cape Town Campus)

The Design Foundation Year serves as the ‘foundational year’ for the extended curriculum programmes in Design in the Faculty of Informatics and Design at the Cape Town campus. On completion of the four-year extended curriculum programme in the Design discipline of choice, students will qualify with the National Diploma in Design in the relevant discipline. Under-prepared students who wish to benefit from the diagnostic function of the complex, integrated, multidisciplinary nature of the foundation year curriculum can apply directly for admission to the Design Foundation Year. However, applicants have to meet the entrance criteria for study in one of the Extended Curriculum Programmes in Design in order to be admitted into the Design Foundation Year. Students who have been accepted into the Design foundation Year of study will have to be registered in one of the approved extended curriculum programmes in Design on offer at the Cape Town campus. Prospective students are required to submit the following portfolio in support of their application for study in the Design Foundation Year.

SECTION A: PRACTICAL DESIGN COMPONENT

Make the following four observational drawings:

1. **Self Portrait**
   Look in a mirror and make a carefully observed, freehand drawing of your head and shoulders.

2. **Public Building**
   Make a freehand building (technical drawing not allowed), from direct observation of the outside of a public building such as a police station, post office, library or clinic.

3. **Still Life** (an arrangement of objects on a surface)
   Make a freehand drawing, from direct observation of three objects arranged on a tabletop. Your choice of the following kinds of objects is required for the drawing: a drinking glass, a can opener and a shoe with laces, (for example a trainer/takkie). Focus on the actual objects rather than the tabletop on which they have been arranged. Your drawing of the arrangement of objects should fill the page.

4. **An Interior**
   Make a freehand drawing (technical drawing not allowed), of the interior of a bedroom or a livingroom in your home. The drawing should include at least three items of furniture.

**Drawing Instructions**

- Work only from direct observation. Do not work from memory or from photographs. Do not make use of technical drawings.
- Work freehand. Do not use a ruler, or trace from photographs.
- The work must be your own and completed without help.

**Drawing Materials**

- Use white A4 paper for all four drawings.
- Draw only with graphite pencils (HB to 4B). Do not use colour but instead work in pencil to demonstrate your use of line, tone, texture and pattern to describe form and space.
SECTION B: WRITTEN COMPONENT

1. Essay Question
Write a short essay explaining why you think it would help you to start your studies in Design by taking part in the multi-disciplinary Design Foundation Year in the Faculty of Informatics and Design (FID) at the Cape Peninsula University of Technology (CPUT). [450-500 words/one typed A4 page]

2. Comparative analysis of two design objects
Look at the two designed objects below. Object A is a photograph of a plastic Coca Cola bottle. Object B is a photograph of wooden stackable chairs. Using full sentences, please answer the questions that follow:

Object A

Object B

1. Which of the two objects do you think is a better design?
2. If you think that the one design is a better design, what makes it a better design?
3. What are these objects used for?
4. What materials are the objects made from?
5. Which of the objects is more useful?
6. Which of the objects is more beautiful?
7. Do either of these objects impact negatively on the environment? Why?
8. Can either of these objects be used in other ways? If so, how?
9. If you could, how would you change the design of these objects?
3. “Reading” and Artwork

Look carefully at the reproduction of a woodcut by Charles Turzak, titled *Work Relief (Chicago Snowstorm)*, c. 1935 (woodcut on ivory Japanese paper, 208 x 294 mm). Using full sentences please answer the questions that follow:

1. How many people do you see in this picture?
2. What season do you think has been described in the image? Why?
3. Do you think this scene is taking place in a city or in a rural area? Explain your answer.
4. Is this image an example of a portrait (vertical) or a landscape (horizontal) format? Explain your answer.
5. What are the people in the picture doing?
6. Why do you think the one figure is larger than the others?
7. How does the artist/designer draw attention to the larger figure in the picture?
8. Is the mood (feeling) of the picture still or busy? Explain your answer.
9. In what way does the artist/designer use elements of composition to create meaning in the picture? Refer to the use of line, texture, pattern and contrast.

SECTION C: INTERVIEW

You may be required to attend an interview at CPUT. If you live far from Cape Town an interview may be done telephonically.