

BIPPP

British Institute of
Professional Photography

Professional Qualifications:

Licentiatehip (LBIPP)
Associateship (ABIPP)
Fellowship (FBIPP)

Guide to Qualifying
via the Portfolio Assessment Route

Specialist Assessment

To include Scientific, Medical, Forensic, Underwater,
Management, 3D, Video & Moving Image, Time Lapse Imaging,
Aerial, Marketing and Education, Macro and Digital Manipulation

GETTING STARTED

Within this Specialist assessment, professional photographers may submit in one of several categories, which are listed on the cover of this document. The Portfolio Assessment Route may not be applicable to your work and you must speak to an Assessor before submitting. However, if they recommend the Portfolio Route, the following criteria will help you prepare your submission.

The Assessors will require a selection of images, a range of supporting evidence and digital copies of your work. Generally, your submission will consist of your main images in a portfolio and your supporting evidence. The Assessors are happy to view the submission as normally provided to the client or employer and digital submissions may be acceptable at Licentiate and Associateship level. However, it is essential that printed images are seen at Fellowship level.

When you attend the assessment you will need to bring your portfolio of images. However, you will need to submit several items 4 weeks before the assessment date

Once you have booked your qualification date, you are committed to attending on that date and to submitting images and supporting evidence to be assessed. No refunds are given, so it is important that you are aware of the timescales and commitment before you book a timed slot and have received advice from a trained BIPP Assessor. Only photographers who are working professionally and hold relevant insurance may submit for assessment. The non-transferrable/non-refundable fee for 2017 is £150 inc VAT.

OCA BA (Hons) Degree in Photography - If you would like your successful BIPP submission to be considered as Prior Learning with the OCA, it must take the form of a portfolio of prints plus a hard copy of any supporting evidence. If you wish to learn more about this opportunity, please email cpd@bipp.com.

REQUIREMENTS FOR A SPECIALIST SUBMISSION

The following is what is acceptable as a minimum submission. You are able to include relevant additional images and information within the Supporting Evidence. The assessors also welcome the opportunity to see a small selection of your personal work but this is not included in the main portfolio assessment and the maximum submission must not exceed 50 samples of work.

A	25 -50 images from a selection of commissioned or commercially intended shoots. These do not need to be mounted, and may be provided in a portfolio case printed up to a maximum size of A3 (minimum size of printed area should be approximately 10 x 8 inches)
B	Digital files of all images supplied in the Portfolio case
C	Digital files of all images from one of the commissioned projects included within the portfolio, alongside a detailed brief for that project.
D	<p>Supporting Evidence – this may be bound (eg, a book) or collated in a folder. A digital copy is also required. The evidence may include:</p> <ul style="list-style-type: none">▪ company promotional literature▪ copies of published work which could include tear sheets,▪ library or gallery sales reports▪ CV or commissioning contracts / purchase orders▪ development goals both for your business and you as an individual▪ a health and safety policy, with risk assessment procedures and, if possible, method statement▪ current insurance policies including public liability and professional indemnity where appropriate▪ an outline of your administration and production systems (ie workflow), including process management and quality control▪ copies of briefs given to you, as the photographer, and details of how the assignment was successfully completed▪ further information on the images contained within the portfolio▪ your website details and details of any image libraries which hold your work▪ any other evidence that you feel is appropriate and in support of your submission.▪ We reserve the right to call for further evidence which could include original files, final worked images, or proof of authorship.

STEPS TO SUBMITTING FOR QUALIFICATION

1	GET ADVICE
	We strongly recommend that you obtain advice from an Approved BIPP Assessor prior to booking. You may book onto a Portfolio Day or call the BIPP Office for further information on the mentoring system.
2	BOOK AN ASSESSMENT
	Book a timed Qualification Assessment. This may be done online at www.bipp.com/qualifications or via the BIPP. Payment is required at the time of booking.
3	SUBMIT YOUR PAPERWORK
	Four weeks prior to your Assessment you will need to submit: <ul style="list-style-type: none">• a membership form (for non-members only)• a qualification submission form• a CD containing Digital Files of:<ul style="list-style-type: none">○ the 25-50 images being submitted,○ low res watermarked images for promotional purposes○ all of the images from one of the shoots you will use on the day of Assessment○ a single file or folder containing digital copies of your Supporting Evidence• four printed sets of your supporting evidence.
4	ATTEND THE ASSESSMENT
	On the day of your Assessment you will need to attend with your portfolio of images.

THE DAY OF THE ASSESSMENT

Although this is a formal process, we try to ensure it is as relaxed as possible. Your appointment may last for up to one hour and we ask you to arrive 10 minutes beforehand. Refreshments are available in the waiting rooms and you will be asked to wait while the Assessors view your submission.

If they have any queries they may ask you to join them for a short while. Once they have made a decision you will be invited into the Assessment room and informed of the decision.

We accept that it is sometimes difficult to absorb information at this time, but it is likely that one or two of the Assessors will go through your work with you and feedback on their reasons for the decision.

Once your appointment has finished, your work will be collected from the room and you may take it away. The Assessors may request one copy of your supporting evidence, usually the final version, to be kept by the BIPP.

IF YOU ARE SUCCESSFUL

If you have successfully achieved a qualification you will receive a certificate and further information. Our team will be in contact with you regarding press information etc. We recommend that you use your success to maximize your exposure in your particular area or field of work and celebrate your achievements!

IF YOU ARE UNSUCCESSFUL

Although advice and guidance aims to support photographers through the submission process, unfortunately, there is no guarantee of a successful outcome. If you are unsuccessful, the Assessors will offer you feedback on the day and options for your continuing development will be discussed with you.