



British Institute of Professional Photography

Qualification Procedure Guide

This guide goes over the full procedure for entering your next BIPP professional qualification to the following levels:

Licentiateship (LBIPP)

Associateship (ABIPP)

Fellowship (FBIPP)

Assessment Areas

Advertising	Fashion	Portraiture
Architectural	Fine Art	Press & PR
Scientific	Hair & Beauty	Sports
Commercial ~ (Still Life or People)	Industrial	Street & Documentary
Dance	Landscapes	Theatre
Editorial	Sports	Travel & Tourism
Events	Newborn	Weddings
	Pets	Wildlife

Specialist Applied

There are many other highly specialised areas of professional photography. Examples are Defense, Engineering, Forensics, Medical, etc. Call Head Office to discuss your discipline.

Getting Started

As a professional photographer, you may submit in one of any of the categories which are listed on the cover of this document. However, should your chosen discipline of activity be classed as Specialist Applied, please contact Head Office for further information. We are an inclusive organisation.

Four weeks before your Assessment date, you are required to supply 20 images (as digital files - numbered from 0001 to 0020) showing the very best of your work. The work will be assessed for:

- ✓ Visual Impact
- ✓ Composition
- ✓ Use of Light
- ✓ Technical Ability
- ✓ Posing
- ✓ Post Production

You are also required to digitally submit a range of supporting evidence. This is an integral part of the submission.

Notes for Licentiate Applicants

If submitting for Licentiate, the panel of 20 images can be submitted digitally through the website <http://awards.bipp.com/licentiate-ship-lbipp/>.

Please make sure that the images are numbered correctly from 0001 to 0020, and if you are supplying prints, that the numbering matches up.

However, if a Licentiate application is submitted as prints, there is the opportunity for the assessors to upgrade the qualification to Associate. Therefore, we would recommend this route if you feel highly confident about your work. Submitting prints also puts you forward for the Year's Best Licentiate Award. For print guidelines see the details in the next paragraph for Associate and Fellowship Applicants.

Notes for Associate and Fellowship Applicants

For ABIPP & FBIPP, when you attend the assessment you will need to bring your printed images. These images are to be printed to an overall size of 20 x 16 or A3 and correctly numbered on the back with pencil.

Once you have booked your qualification date, you are committed to attending on that date and meeting the other requirements for assessment. No refunds are given, so it is important that you are aware of the timescales and have received advice from a trained BIPP Mentor, before booking.

Insurance

Only photographers who are working professionally and hold relevant insurance may submit for assessment. Therefore, your up-to-date insurance documents must be submitted with your supporting evidence.

Steps to Submitting for Qualification

1 Get Advice

We strongly recommend that you obtain advice from an Approved BIPP Mentor prior to booking.

Call the BIPP Office for further information on the mentoring system.

2 Book a Qualification Assessment

For the grades of Associate & Fellow, you need to book a Qualification Assessment date. This may be done through email at: admin@bipp.com or call **01772 367 968**.

Payment is required at the time of booking.

3 Submit your Paperwork

Four weeks prior to your Assessment you will need to digitally submit your 20 images - correctly numbered - and all your supporting evidence. See the next page for details.

4 Attend the Assessment

On the day of your Assessment for ABIPP & FBIPP, you will need to attend with your portfolio of images and any other supporting evidence which is not contained with the digital submission.

Requirements for Application

The following is what is acceptable as a minimum submission:

1 20 Photographs that Work Together as a Collection

If printed, these need to be either **20 x 16 or A3 flush or border mounted**. How you choose to use (or not use) a border is up to you, but all prints must be consistent.

2 4000 pixel (longest edge) Digital Files of all Images Supplied

Numbered 0001 to 0020 in the correct order for display.

3 Supporting Evidence

This is a digital submission to be delivered four weeks before your Assessment date. You are allowed to add relevant images and information. The Assessors also welcome the opportunity to see a small selection of your personal work, but the maximum submission must not exceed 40 pages. The evidence may include:

- ✓ 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, a method statement
- ✓ Current Public Liability and Professional Indemnity insurance policies
- ✓ An outline of your administration and production systems (ie workflow), including process management and quality control
- ✓ Evidence that you are working within the GDPR rules
- ✓ 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 - this could be a photo book, a portfolio, and/or examples of work outside your main scope of activity

Please note that we reserve the right to call for further evidence which could include original files, final worked images, or proof of authorship.

The Day of 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.

Once your panel is set out, you will be asked to introduce it, explaining the choice of subject. You will then be asked to leave the room and wait while the Assessment of your submission takes place. Refreshments are available in the waiting rooms.

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.

If you have supplied a book as part of your supporting evidence, the Assessors may request that it be kept by the British Institute of Professional Photography for reference purposes.

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.

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**Regardless of whether your outcome is a success, the Assessors will offer you feedback and suggested plans to further your career development.**