

CIT Visual Arts – Portfolio Guidelines

Semester 1, 2026

► WHO NEEDS TO SUBMIT A PORTFOLIO?

New applicants planning to study the **Diploma of Visual Arts (CUA51120)** without prior completion of the Certificate IV in Visual Arts are required to submit a portfolio of relevant creative work and complete an interview, before allowed entry into the program.

► HOW DO I SUBMIT MY PORTFOLIO AND BOOK AN INTERVIEW?

Diploma of Visual Arts applicants are required to submit a digital portfolio to Creative.Design@cit.edu.au prior to arranging an interview.

After you submit the portfolio, our visual art teachers will review it, assess the level of skills and knowledge, and either schedule an interview, or recommend another study plan. This may include the Certificate IV in Visual Arts, or another CIT course. In such cases, attending the interview will no longer be necessary.

We highly recommend applicants submit the portfolio by Friday 24 October 2025. Submitting by this date will allow time for those who may not be successful in the Diploma application to still consider enrolment into the Certificate IV in Visual Arts when enrolments open on 10 November 2025. Portfolios submitted after 24 October 2025 will still be considered, provided they are received before CIT's official [application close date](#).

► WHAT SHOULD I INCLUDE IN MY PORTFOLIO?

Portfolio Requirements

Applicants are required to submit a PDF digital folio of works (maximum 12 images up to 10MB total) or links to your website or digital image page.

In your visual art portfolio, we would like to see evidence of:

- **The use of a range of media, processes, and technical skills** that include:
 - A) observational and experimental **drawing and painting**
 - B) an understanding of the use of **colour and mixing**
 - C) digital manipulation software and interfaces (For example – Photoshop and laptop, Procreate and iPad)
 - D) observational and experimental **sculpture and/or installation**

Any skill gaps in the above disciplines may require completing the Certificate IV level first.
- The ability to develop an artwork from the **ideation phase** (sketches, brainstorming, experiments) through to **concept development/testing** to **finished work**. While we value the use of copying to develop observational skills, we are also looking for evidence of your own, **unique** ideas and source material.
- **Other visual art disciplines** can include printmaking, mixed media, photography, photo media, video art, textiles, film-making, animation, illustration.
- Proficiency in using computers, Microsoft Office 365 Word and PowerPoint, Adobe Photoshop and Adobe Acrobat.

Additional Guidelines & Prerequisites

Before submitting your portfolio, we recommend you put in an application or 'register your interest' for the course through the [CIT website](#). This allows us to update you on your progress, and keep you informed about upcoming information and enrolment sessions for visual arts courses.

Prior to the interview, you will be required to complete the LLN quiz. This is a tool for us to assist your learning needs, and not an item for assessment. Once we receive your application, we will email you the link to complete the LLN quiz.

Please direct any questions about portfolio submissions to Creative.Design@cit.edu.au or call (02) 6207 3730.