



# Portfolio Submission Advice for Applicants

## Foundation Art and Design Level 4 Diploma

As part of your application for **Level 4 Foundation Art & Design starting September 2026**, you are required to submit a **portfolio of creative work** a week before your **Advice and Guidance Meeting**, at the latest.

### What should your portfolio include?

Your portfolio should showcase a range of relevant work, from initial sketches and ideas to contextual references and finished pieces. You may include work created in college as well as any creative projects developed independently. If it's creative and you're proud of it, we'd love to see it!

The portfolio is a key part of your application—it's your opportunity to demonstrate your creative potential. At Long Road, we view a portfolio as a **window into your world**, showing your skills, personality, and development over time. It should reflect your ability to work with different materials, themes, and techniques, as well as how you research, develop, and plan ideas.

Your portfolio should be professional yet personal—we want to see *you* in the work. Please submit your **digital portfolio** as a **PowerPoint document** or **PDF** following the instructions below.

### How to submit your portfolio

Email your completed portfolio to **Rupert Morgan, Course Team Leader**, at [rmorgan@longroad.ac.uk](mailto:rmorgan@longroad.ac.uk). Your email must include:

- Your portfolio file (PDF or PowerPoint) saved as: **<Full Name> Portfolio** (e.g., *John Smith Portfolio*)
- Your full name
- Your phone contact details

**Tip:** Your portfolio should be clear and confident—if you can't explain why something is included, consider leaving it out.

If you have any questions or concerns about submitting your portfolio, please contact [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk).

