

## **Guidelines for portfolio completion**

### **1. Analysis of Brief:**

- What problems did the brief present?
- What choices were built into the brief/
- Did you rewrite the brief to suit your own situation?
- Clearly describe what you set out to make.
- Does your objective comply with the brief issued?

### **2. Evidence of investigation / research.**

- Where did you get the information?
- Can you name any magazine or book that you referred to?
- Did you visit any furniture / hardware stores?
- Did you come up with the design yourself or did you adjust a design from somewhere else?
- Where would you normally look to source this type of information?

### **3. Design ideas.**

- How many ideas have you considered in total?
- Have you included a sketch of each in your folder?
- Did you discuss the merits and demerits of each idea with anybody?
- Are there any other possible solutions to the brief you set yourself?

### **4. Criteria for selection of solution.**

- What factors influenced you in selecting the solution you eventually made?
- Do you feel you have selected the best solution?
- Why have you discarded the other solutions?

### **5. Sketches / drawings for manufacture.**

- Did you measure a similar object at home, in school or in a shop / store?
- Have you placed accurate dimensions on the sketch?
- Did you prepare a fully dimensioned working drawing?
- Why is a working drawing necessary?
- What problems did you encounter in preparing the working drawing?
- How did you solve these problems?
- Is the size of your solution within the guidelines set in the brief?

### **6. Suitability of tools / equipment.**

- Name the tools you used in the manufacture of your project?
- Did you use any tools for the first time while making this project?
- What tool do you find the most difficult to use?
- What is your favourite tool?
- Did you use any machines or hand power tools in making this project?

### **7. Appropriateness of materials.**

- Name the materials used in your project.
- Why did you select these particular materials?
- Did you consider using any other material?
- What do you know about the material you have selected?

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### **8. Logical sequence of work processes.**

Starting after the drawing stage, describe the work processes involved in making the project.  
Did you plan out those steps or get advice from the teacher?  
How long did you have to make the project?  
Did you have enough time to finish it to your satisfaction?

### **9. Quality of finish.**

What finish did you use on the project?  
How did you apply this finish?  
Describe how you prepared the project before applying the finish.  
Are there any safety precautions that need to be observed when applying this finish?

### **10. Safety considerations.**

Describe two general precautions that should be observed in the MTW room.  
In what way does the MTW room differ from the ordinary classroom?  
What safety precautions did you observe in the making of your project?  
What do you consider to be the most dangerous tool / machine you have used?  
Describe the procedure to be followed in the event of an accident.

### **11. Technical competence / application of skills.**

Describe two skills you used in the design and making of this project.  
Was this the first time you attempted any one of these skills?  
Did you practice your skills in advance of applying them to your project?  
Has this project helped you to master any particular skill? Which one?  
Did you consider using any other skill / process in preference to the one you used?

### **12. Overall presentation.**

Could the finish of your project be enhanced in any way?  
Are there any items or techniques you could use to portray your completed project in a natural environment?  
Your project will be displayed in the woodwork room along with all the other projects – how can you ensure that yours stands out to an examiner?

### **13. Self evaluation / learning outcomes.**

Are you happy with the way your project turned out?  
Does it meet the criteria you set yourself in the brief? Does it function?  
Would you do anything different if you were to make the same project?  
Did you learn anything about yourself from your experience of making this project?

### **14. Evidence of integration.**

What other subjects from the course helped in the design and making of this project?  
In what way did these subjects help? Give examples.  
Set a relevant link question, for example: let's say the wood you used cost £4 per metre length, and your project used 3 metres, how much would the wood cost?

### **15. Effectiveness of communication.**

Is your writing good enough to handwrite the portfolio or should you decide to type it?  
Have you included enough photos, pictures or drawings with your portfolio to convince an examiner that this complete project was your own work? – both failures and successes with the project.  
An examiner may be looking for flaws in your work – will he/she find any?