

PORTFOLIO

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NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



TAFE NSW

HUNTER INSTITUTE

THE PORTFOLIO

This is how you will get a job. Employers are not interested in in what mark you got. They are interested in what you can do.

TITLE PAGE:

Have a title page. This may be simple or complex but should say something about yourself.

Be inventive, Clearly write your name.

CONTENTS:

Show your best work, with a good drawing first and finish with your best and most recent work.

Keep drawings together in logical sets.

Always keep the one orientation. UP is UP always.

FOLDER:

Think of innovative binding. I like strong card with spiral binding. This is very good as most drawings are landscape. (also I get to touch the drawings not plastic).

Plastic sleeves are useful to hold things together, however, if tape is used to hold things together it must be on the back.

ASSESSMENT

The above comments will affect the marks. Merely putting some drawings in a folder will result in a pass only.

If you are proud of it- I will be.

IF YOU ARE LOOKING FOR A JOB:

The Architectural design industry rewards those who gain skills and who are confident enough to show others they have these skills.

As the industry with out exception uses CAD. Work really hard at CAD skills. Get together your best hand drawn and CAD work and make a portfolio.

Door knock to every architectural and building designer practice in town. Be confident that they want to hear about you. Ask to see the person who would hire a draftsman, and be prepared to make an appointment. Leave a sample of your work, I recommend A3 or A4 with your contact details, and one page with a written summary of your skills. This is best with a CAD drawing beside it.

Don't bother about a CV. Architects and designer's don't have time to read much. They want to know "are you useful to me?".

Employers want others to train their staff for CAD skills. In the office you will have enough effort in learning the office procedures, (it takes 3 months!) That is why they want you to have skills first!

Gain the tools and work. Great sports people don't become so by being born that way! They train train and train. Install educational versions of the software on the computer and learn it yourself.

Auto CAD is simple to use to produce a drawing, though the 3D tools are harder. Engineers use this tool. You need to know it to print their drawings!

Archi CAD is the architectural standard in Newcastle- its harder to learn and more expensive to buy. But if you want a job I'd invest and learn enough to do a simple building in it. With that you are valuable.

Don't ever say no to friends asking you to draw something up by hand, or CAD. Offer to do so to anyone you trust, you'll learn and gain experience just with that. Please charge them!

However before submitting it to your client run it past your TAFE teacher, or someone with qualifications for feedback. Every year you learn more and more, and as a student you may just miss something that could cause loss. Be prepared throughout your whole life to be awake to new information, and to learn new things. And yes you will make mistakes. And your mistakes can cost people a lot. Ensure you never say know are more qualified than you are. When you are producing drawings gain indemnity insurance, for your sake and your clients.

You may have a business by the time you finish TAFE! The only resources you need are a board, a computer and the will to think things through, to research and ring up suppliers and learn, and well.... Council, all I can say is - read my blogs..