Australian
Music
Examinations
Board

APCA
Associate Diploma in Professional Communication, Australia

Procedures for Folio

Last reviewed February 2023

General Notes

- Before enrolling for Part Two, candidates must submit their proposed folio topic together with a draft abstract of between 100 and 150 words to the AMEB State Office.

- After enrolling for *Part Two: Written*, all APCA candidates are required to submit their folio within six weeks. This does not vary the requirement to have the folio topic approved by the AMEB prior to commencement of the folio.

- The Folio may be submitted in either digital or hard-copy format in 2023. From 2024, hard-copy submissions will no longer be accepted, and folios must be submitted in digital format.

Folio procedure

1.   Topic Approval and Abstract

Before enrolling, candidates must submit their proposed folio topic together with a draft abstract of between 100 and 150 words to the AMEB State Office.

The State Office will forward the proposed topic to the AMEB Federal Office for consideration. Please allow one month for notification of approval status.

All topics will be subject to approval by the Federal Examiners. If a topic is not approved when initially submitted, candidates will need to resubmit their topic incorporating feedback supplied by the examiners.

2.   Creating your folio

The folio is intended to be a critical and reflective journal demonstrating the candidate's comprehensive knowledge of the elements of voice and communication relevant to the chosen topic. The folio could include:

- Research findings
- Readings
- Critical appraisal/opinions on contemporary theory case studies (voice recordings on cassette, CD, DVD or USB)
- Images or articles

The limit (inclusive of declaration, abstract, preface, foreword, table of contents, bibliographies, footnotes and appendices) is between 30 and 50 pages.

Style and documentation: For the suggested style and method of documentation, consult a style manual such as Commonwealth of Australia *Style Manual for Authors, Editors and Printers* (Canberra: Australian Government Publishing Service). It is important candidates resolve bibliographic conventions appropriate to their particular topic.

Candidates are also required to complete a formal declaration to accompany the folio, confirming that all material derived from outside sources is duly acknowledged. Folios submitted without appropriate acknowledgement of sources will be returned to candidates for correction and resubmission.

Presentation and format: This is as follows:

(i) **Page sequence and numbering:** The pages should be arranged in the following sequence:

    (a) Title Page
    (b) Declaration Page
    (c) Abstract of between 100 to 150 words
    (d) Preface, Foreword or Acknowledgments - if elected
    (e) Table of Contents
    (f) List of Tables, Charts, Diagrams and Glossary – if elected
    (g) Body of text
    (h) Appendix
    (i) Bibliography
    (j) Supplementary material forming part of the folio – if elected

A number should appear on every page except the title page. Number preliminary pages in lower case Roman, the text in Arabic.

(ii) If presenting a hardcopy submission, the folio might be presented in either a spiral-bound art sketch book or A4 ring folder or display book. It is recommended that Standard Paper Size A4 should be used. Digital submissions should be submitted as a PDF document.

(iii) If symbols are included, they may be hand-inserted using permanent black ink.

(iv) **Line spacing** should be double or one-and-a-half spaced.

(v) **Margin spacing**. 3 cm margin should be left on all sides of the page. Page numbers should be within the margin.

(vi) **Footnotes**. These should be single-spaced at the bottom of the appropriate page and in the same font as the text (but a smaller size if desired).

(vii) **Quotations**. If these take 6 or more lines, indent, single space with double spacing between entries. For quotations of over 150 words the copyright owner's permission must be obtained.

(viii) **Charts and Illustrations**. These should be clear quality. A caption listing the subject and source of the illustration must be centered *below* each chart or illustration.

3. Preparing your Folio for submission

Three copies of the folio are to be prepared: one retained by the candidate, and the other two submitted to the AMEB for assessment. After the assessment one of these will be retained by the AMEB.

(i)   **Final proof reading:** It is the candidate's responsibility to check the whole of the final folio, to ensure to the best of their ability that all typographical errors have been corrected, that spelling, grammar, and punctuation are correct, and that the standard of expression is worthy of a candidate for a diploma.

(ii)   **Binding:** Each copy must be securely bound and presented in a format for ease of reading.

4. Submitting your Folio

When the candidate has met all these standards, they should deliver the Folio (either in person for hardcopy or electronically for digital submissions) to the State Office by the date advised by your AMEB State Office. The Declaration will be checked.

TITLE

Name of candidate

Folio submitted in partial fulfilment

of the requirement of the APCA

ASSOCIATE DIPLOMA IN PROFESSIONAL COMMUNICATION, AUSTRALIA

Sample declaration page

TO WHOM IT MAY CONCERN

This is to certify that the folio presented by me for the APCA comprises only my original work except where due acknowledgment is made in the text to all other material used.

Signature: _____

Name in Full: _____

Date: _____