



**INSTITUTE
OF
SRI LANKAN
PHOTOGRAPHERS**

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**DISTINCTIONS
HAND BOOK**

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Welcome to the Distinctions of the Institute of Sri Lankan Photographers.

This handbook has been prepared as a guide to the members who seek distinctions of ISLP.

Institute of Sri Lankan Photographers is an organisation founded in 1994 with a vision of advancing the photographic profession towards the professionalism in photography.

Our mission

- To promote the general advancement of photography as a science, an art, an industry, a business and as a profession
- To encourage high professional standards, and ethics in photography
- To safeguard the interests of photographers
- To provide a forum for the members to have discussion on all aspects of photography
- To encourage on photographic education, and training procedures
- To educate photographers in better business practices beyond the lens

Why you should become a qualified member

- As in many professional bodies world over, we award our own professional qualifications
- our qualifications ensure an industry standard
- It recognizes the holder as a corporate member
- three progressive levels of qualified membership **Licentiate**, **Associate** and **Fellow**
- Each level reflects an increasing level of experience, skill and achievement

For whom

- Practicing photographers
- Laboratory, Technical and Administrative personnel

Levels of Distinction

- **Licentiate** (LISLP): This is the starting point. You need to show that you have good technical skill as well as the visual ability to compose and control your work as a means of communication.
- **Associate** (AISLP): At this level, you need to show evidence of creative ability, a high standard of technical competence and a complete, expert, comprehensive knowledge of your discipline. Your work should be consistent and also make a statement of a strong personal style. A high standard of presentation is expected.
- **Fellow** (FISLP): The highest level of Distinction, the Fellowship is awarded for excellence and evidence of distinguished ability. Excellence of technical quality is essential, but if your work is interpretive, then the quality should be appropriate to the subject and intent. At this level, it is expected that you will show individuality, with a strong personal input and an element of originality or freshness in your approach.

General guidance

Your submission should be of a consistent standard throughout and you should be starting to develop your own personal style. The way you present your portfolio is equally important - the Panels expect a high standard of presentation.

The evidence must be your own work (and you will, therefore, normally own the copyright) but you can have your work commercially processed. Remember, however, that you must accept total responsibility for the quality of the work submitted.

It is essential that you submit your evidence in accordance with the requirements as set out in this Handbook. Submissions which do not conform to these requirements will be returned without being assessed. You must also ensure that your images are in the correct order for presentation - it is not the responsibility of the Distinction staff to check portfolios prior to assessment.

If you are applying as a practicing photographer choose your creations carefully and print them according to the sizes given for each level of distinction. Mount them in a suitable way. Always select mounts to enhance the appearance of your work and maintain a consistent standard throughout the submission. Create a set of labels containing your name, membership number, level of distinction you are applying for, title of your creation and the category you are submitting the photograph and paste them on the reverse side of photographs in up-right direction. Pack them in a smart way.

Prepare a separate sheet with technical data of all creations. Prepare your personal profile. Here you should introduce yourself giving all the details of your education, career, experience, achievements, distinctions and awards received from recognized institutions etc. Attach copies of evidence. Note that only the details you have given will be considered. Print and bind it nicely. Fill the application form accurately. Hand it over to the given address together with the stipulated fee before the closing date.

You must not approach any Assessment Panel member concerning your application for a Distinction, either directly or indirectly, from the time that your application has been submitted until after the recommendation has been made. To do otherwise will result in automatic disqualification.

Only members of the Institute of Sri Lankan Photographers are entitled to hold a Distinction; if, therefore, your membership lapses, you should stop using the letters after your name. It is usually possible, however, to rejoin and have your Distinction re-instated for a small additional administration fee.

For administrative purposes, the qualifications are presently considered under following categories or branches. Candidates should select the category or section most appropriate for their submission.

Pictorial	Portraiture	Wedding	Studio	Photo Journalism
Industrial	Advertising	Architectural	Wild Life	Landscape
Sports	Archeology	MedicalAerial	Nature	
Laboratory	Technical	Administrative		

Requirements

Licentiate

Ordinary membership of the Institute

Age - 20 years.

Experience - 3 years of current experience in the practice of photography.

Submission

20 examples of suitably mounted photographs 8"x10" to 10"x15" in size (approximately) and if mounted should not exceed 16"x20" selected from any five or more of the above categories.

Or

Relevant experience in the fields of Laboratory, Technical or Administration, to be substantiated to an acceptable standard as decided by the Board

Associate

Licentiate membership of the Institute (LISLP)

Age - 25 years.

Experience - 5 years of current experience in the practice of photography.

Submission

20 examples of suitably mounted photographs 10"x12" to 12"x18" in size (approximately) and if mounted should not exceed 16"x20" selected from any one or up to three of the above categories.

Or

Relevant experience in the fields of Laboratory, Technical or Administration, to be substantiated to an acceptable standard as decided by the Board

Fellow

Associate membership of the Institute (AISLP)

Age - 30 years.

Experience - 10 years of current experience in the practice of photography.

Submission

15 examples of suitably mounted photographs 10"x15" to 16"x20" in size (approximately) and if mounted should not exceed 20"x24" selected from any one or maximum of two of the above categories.

Or

Relevant experience in the fields of Laboratory, Technical or Administration, to be substantiated to an acceptable standard as decided by the Board

Or

A Fellowship paper or Thesis on a related topic to the specialty

Plus - Viva

How submissions are judged

The Qualification Board is constituted of the nominees of the Council. The Qualifications Board meets only once each year to consider applications. This is generally in May, but may be postponed or advanced on a decision by the council. The panel of the Qualifications Board would apprise the submissions and the decision, duly ratified by the council would be final and binding. The submissions should reach the Board through the Secretary of the Institute at least 07 days before the closing date stipulated for each year.

When looking at photographic evidence, the Board will take into account the overall quality, presentation, finishing as well as the photographic skill and creativity in each submission. Print quality is assessed and if an outside laboratory is used, it is the responsibility of the Photographer. The notes on the back of the submissions, evidencing the technical details provided by the candidate if available, would also be taken into account. The Board would evaluate entries independently and an average mark will be calculated.

Marking scheme

Photographs of Licentiate entries

All photographs will be evaluated together under the following categories

- | | |
|--|----------|
| 1. Composition and use of camera angle | 20 marks |
| 2. Understanding the use of light | 20 marks |
| 3. Careful selection of subject | 20 marks |
| 4. Picture quality | 20 marks |
| 5. Presentation | 20 marks |

Photographs of Associate and Fellow entries

Each photograph will be evaluated separately under the following categories

- | | |
|-------------------|----------|
| 1. Impact | 20 marks |
| 2. Composition | 20 marks |
| 3. Colour balance | 20 marks |
| 4. Workmanship | 20 marks |
| 5. Presentation | 20 marks |

Each of the above categories will have five sub categories

- | | |
|-----------------------|---|
| 1. Impact | |
| • Creativity | 4 |
| • Subject matter | 4 |
| • Dynamics and Shapes | 4 |
| • Visual energy | 4 |
| • Interpretation | 4 |
| 2. Composition | |
| • Perspective | 4 |
| • Center of interest | 4 |
| • Direction | 4 |
| • Design | 4 |
| • Graphic stability | 4 |

3. Colour balance	
• Lighting	4
• Colour quality and Quantity of light	4
• Colour of Subjects and Objects	4
• Tonal range	4
• Colour harmony	4
4. Workmanship	
• Print quality	5
• Style	5
• Texture	5
• Technique used	5
5. Print presentation	20

Applicants should obtain marks above 50% for each and every category.

Also if necessary applicant will be summoned to defend his/her presentation before the evaluation panel

Personal profile of all three levels

Personal profile will be evaluated separately under the following categories

1. Education	20 marks
2. Experience	20 marks
3. Achievements	20 marks
4. Dedication to ISLP	20 marks
5. Presentation of evidence	20 marks

Each of the above categories will have following sub categories

1. Education	
• College education	5
• University or equivalent Institution	5
• Photographic course – Theoretical knowledge	5
• Workshops and seminars – Practical knowledge	5
(0.5 marks per workshop or seminar – maximum of 5 marks)	
2. Experience	
• Apprentice period under a reputed photographer	5
• Studio experience	5
• Foreign experience	5
• Own experience	5
(0.5 marks per year – maximum of 5 marks)	
3. Achievements	
• Awards, certificates and acceptance from competitions and exhibitions	5
• Solo Exhibitions	5
• Participation as Resource person	5

- Qualifications and recognitions from ISLP and other reputed organizations 5
4. Dedication to ISLP
 - Membership period 4
 - Serving in the Council 4
 - Serving in successful working committees 4
 - Participation to workshops 4
 - Attendance at members' days 4
 (0.5 marks per year/participation – maximum of 4 marks.)
 A bonus point will be awarded for life membership
 5. Presentation of evidence 20

Applicants should obtain marks above 50% for all categories.

Total Marks

80% of total marks will be calculated from the marks received for photographs and 20% from the marks of Personal Profile. Candidates should obtain a minimum of 50% from all evaluating areas

Pass marks

- Licentiate 55%
- Associate 70%
- Fellow 85%

Exemptions

Candidates who have received due recognition or academic qualifications in fields of photography, received distinctions from Societies or Institutions such as a Royal Photographic Society, British Institute of Professional Photographers, Photographic Society of America, The National Photographic Art society of Sri Lanka etc.; have received acceptances at local and foreign competitions, exhibitions and salons of photography, may submit their claims, with documentary evidence to the Qualifications Board.

Applicants should satisfy the criteria of age experience etc., for the relevant level of application but are exempted from submitting the required number of photographs as appearing under Basic requirements.

The Qualifications Board may, if deemed necessary call for a submission of work, furnish further clarification or evidence or require the candidate to be present for a viva.

The Qualifications board, where it deems fit, based on the submission of added evidence as to the competence and recognition submitted with the application, may recommend to the council, to bestow a higher distinction than that applied for, provided that the criteria of age and experience is adhere with.

Submission of Thesis or Documentary Evidence

The candidates should be aware that gaining a qualification by way of forwarding a Thesis or

documentary evidence being not an easy alternative for submitting photographs. The level of evidence required would be scrutinized thoroughly and objectively and the Qualifications Board reserves the right in obtaining outside opinion on subjects presented which are outside their respective specialties.

Initially a resume of the Thesis or documentary evidence should be presented at least three months ahead of the date due, to the Qualifications Board for approval.

The Thesis presented should commence with a clearly stated objective and continue through logically and in a structured manner to a definite conclusion that gives proof that the objective is attainable. Each stage of the presentation should lead to the next stage with sufficient details to establish the validity of work and individual experience and the personal involvement. Adequate evidence and research should support claims of originality.

Documentary evidence other than a Thesis should include published or unpublished documents, literature, books articles etc., with relevant details and dates of publications if appropriate for the Qualifications Board to satisfy themselves of the applicant's bona fides.

Candidates should also pay attention to the outward appearance of submissions by ensuring.

- Efficient and methodical presentation
- Good presentation with artistic abilities
- Excellence in technical quality of illustrations and their titles where appropriate with precise tables, graphs etc., with scale.
- Submissions should be forwarded with three copies and the candidates should note that a copy of the successful submissions would be retained at the Institute for future reference.

Notification of results

All applicants will receive an email informing them of the Panel's recommendation within two days from the ratification by the council. Applicants will also receive their mark sheets by post.

Successful Applicants

Certificate of Distinction to successful candidates will be awarded at the AGM of the Institute. The applicant is requested to participate at the Ceremonial Session of the AGM.

Gaining a Distinction, at any level, is a significant achievement and new Licentiates and Associates are naturally keen to move on to the next stage. While The Institute would wish to encourage this enthusiasm, a word of caution is necessary. The Associateship is a very big step up from the Licentiateship and the Fellowship an even bigger, more significant step up from the Associateship. Too often members rush to apply for the next level, only to be disappointed. It is far better to take your time, seek advice and work towards it, gradually developing not only your skills but also your own personal style.

Unsuccessful Applicants

Unfortunately not everyone is successful. If you do not succeed whenever possible you will be given the opportunity to receive help and advice from a member of the Panel who will explain the reasons for the decision. Everyone, particularly the Panel members, want you to succeed and will do all they can to help. However, you should remember that the final choice of work to be submitted should be your decision.