

CLAS

Accredited
TUTOR

HOW TO BECOME ACCREDITED AS A TUTOR WITH CLAS

Open to all tutors
who are members of CLAS,
and who want to be recognised
for the skills they have acquired
in their practice and teaching,
and thus broaden their 'profile'
within the Society.

How to become a CLAS Accredited Tutor

You need to be a member of CLAS and satisfy
criteria in three parts;

Part 1 Evidence of technical (calligraphic) ability e.g.
National Diploma in Calligraphy at Intermediate level,
and samples of your best teaching exemplars.

Part 2 Evidence of Teaching ability e.g. City & Guilds
7307 Stage 1 FAETC

Part 3 Undertake an in-depth study of Developing
Students' Learning (this is described in detail in the
separate handbook)

CRITERIA FOR THE THREE PARTS

PART 1

CLAS National Diploma in calligraphy,
Intermediate level is considered to be the
minimum calligraphic standard. Alternative
calligraphic qualifications from other bodies are
acceptable, listed as follows; in all cases,
samples of your lettering exemplars will be
requested as additional evidence

- Roehampton BA in Calligraphy & Bookbinding
- Fellowship of CLAS
- Fellowship of SSI
- Surrey Higher Diploma in Calligraphy ,
Heraldry & Illumination
- HND in Lettering from Reigate School of Art
- Diploma in Lettering from City & Guilds of
London Art School
- Diploma in Calligraphy from Roehampton
- Certificate in Calligraphy from Roehampton
- *Other qualifications by application* (the
Committee's decision is final).

PART 2

City & Guilds Further Education Adult
Teachers' Certificate. (FAETC) 7306, 7307
or the updated versions, Stage I, is usually a
requirement for tutors in colleges and in
some Education Authorities, and is the
accepted standard for our Part 2.

If you can provide evidence of attainment
of an equivalent or higher level in general
teaching, such as Certificate of Education
or similar, this will exempt you from
requiring the City & Guilds Stage 1
qualification.

PART 3

DEVELOPING STUDENTS' LEARNING
Study.

The details of what is required for this
Study are described in more detail in the
separate booklet. The Study is an in-depth
description of how you plan, develop,
deliver and evaluate a programme of work
with a class, and should cover 8 – 10
consecutive two-hour lessons or an
equivalent series of linked workshops with
the same students. Assessment is criterion-
referenced, by two Assessors.
(see attached sample assessment sheet)

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more information overleaf

If you choose to undertake this Study, you are encouraged to borrow examples of other candidates' successful submissions in order to see what is involved.

Once you begin, it would be advisable to send a draft lesson plan and evaluation to one Assessor for advice before submitting the completed Study.

Current trends indicate that more tutors are undertaking the City & Guilds 7407 FEATC to Stage 2 level or beyond. If you have gained this qualification *in the context of teaching calligraphy*, you may use this to apply for exemption to our Part 3. In this case, you will be asked to show sample assignments from that coursework, plus some of your handouts. This will verify that you provide your own exemplars to a good standard, and will entitle you to pay the lower fee.

When you have satisfied the assessors that you have met all three parts, and have paid the relevant fee, your certificate will be presented at a CLAS event, or posted to you if unable to attend.



Registered Charity no 1046526

CLAS Tutor Accreditation means you can

- have your details listed in the Tutors and Talkers booklet
- have your name listed on the CLAS website
- have your weekend (or longer) courses included in The Edge Course listings

CURRENT FEES (as of September 2005)

Part 3 Accreditation will cost £75 to cover assessors' fees, administration and certification. If you can satisfy the Assessors that you are exempt from Part 3, having met the requirements for Parts 1 & 2, the charge for certification will be £10.

Current Assessors: Janet Mehigan FCLAS and Mary Noble FCLAS

Still interested? You must register your intent so that we know you are 'in the pipeline', by filling in the attached form, and sending it to the Administrator.

Refer to the sample comments sheet which will give you an idea of how your submission will be assessed, and then follow the booklet 'Study Notes for Part 3'.

If you are claiming exemption from Part 3, the process will be shorter, once you have assembled the necessary evidence.

Administrator: Mary Noble
29 Froxfield Gardens, Portchester, Fareham, Hants,
PO16 8DN
02392 376072 mary.noble@btinternet.com

 Tutor Accreditation Registration

Name-----

Address-----

-----postcode-----

tel(day)------(eve)-----

Part 1 Assessment: please give the date & mark of your National Diploma of Calligraphy pass at Intermediate level, or the basis for claiming exemption from Part 1

Part 2 assessment: please give the date & centre at which you completed C&G 7306 or 7307 Stage 1, or the basis for claiming exemption from part 2

Part 3 assessment: Are you planning to undertake the DSL Study (give date it will start) or give details of the basis for claiming exemption from Part 3

Fee to pay on submission: £-----