

Calligraphy & Lettering Arts Society

10 Atheling Road
Hythe
Southampton
Hants SO45 6BR
02380 848020

Dear CLAS Fellowship Applicant,

I am delighted that you are considering applying to be a CLAS Fellow. This is the highest craft level within the CLAS Ladder of Progress, and is a great achievement. Additionally, successful applicants may use the letters FCLAS after their name. As a guide, the level of Fellowship is seen to be about that of a high pass (70%+) at the National Diploma of Calligraphy Advanced Level, however it should be pointed out that having the National Diploma at this level is not a requirement for application.

If you do not have the National Diploma at Advanced level (70%+), though, you will be required to take your work to a CLAS Honoured Fellow who has assessed work at Advanced level for the National Diploma at least eight weeks before a possible assessment date; this is to allow for pieces to be re-worked if necessary. The CLAS Honoured Fellow is then asked to send a note to the CLAS Fellowship Administrator of their comments to the candidate no longer than one month after the date of the meeting. This meeting for advice should be regarded as a professional session, and the CLAS Honoured Fellow may charge the accepted rate for the length of time required. Fellowship Assessors give of their time freely during the assessment and so we feel that it is only right that you will be expected to pay the usual hourly rate when your work is looked at before making your application.

For applied letterers, we would ask that your work to be studied by those with the appropriate skills and high level of craft experience, and so you are required to take your work to a qualified HFCLAS at least eight weeks before a possible assessment date; this is to allow for pieces to be re-worked if necessary. Doing this may save you a wasted journey later, as your work may not yet be at the high standard required for CLAS Fellowship at this stage in your lettering career. It may be recommended that you delay your application until a later date. Fellowship Assessors give of their time freely during the assessment and so we feel that it is only right that you will be expected to pay the usual hourly rate when your work is looked at before making your application.

Please complete the attached form as appropriate; your lettering experience may be different from the suggested details list, so write in what you think will best show what you have done.

We aim to ensure that the application and assessment process is as pleasant as it can be. You will be asked to bring along a selection of your work so that it can be looked at by the Fellowship Assessment team. This is not a formal exhibition, you will not be expected to display your work in any way other than putting it out on tables. Your work should be presented so that it looks its best – possibly calligraphic pieces should be mounted,

but not necessarily framed.

Assessments take place in London or the south east of England (as they are the easiest of places for the Assessment team to gather) as and when they are needed. It is likely that a convenient time will be suggested within a few months or so – depending on the commitments of the Honoured Fellows and Fellows who make up the assessment team, once we know that you have met the requirements and are ready to go ahead. We would like to talk with you about the work you are presenting and what you have done. This is an informal occasion, and not an inquisition nor something for which you should think about preparing a set speech. At some point we shall ask you to wait away from the assessment room. This is so that we can assess your pieces in detail. All CLAS assessment is criterion-referenced, and the referencing system we shall be using is similar to that for the Advanced Level of the Diploma. A copy of the criteria and assessment sheet are enclosed for your information. You will receive a completed copy of the assessment sheet at the end of the assessing session, which we hope will be constructive and help you in your future lettering career.

The requirement is that you bring along a minimum of five and a maximum of ten pieces completed during the last five years. Choose work which shows the best that you can do. There is no given requirement for what should be included, but you may consider at least one piece which shows that you can handle a variety of weights of lettering on one panel, another showing you working with colour, perhaps a manuscript book, possibly work which includes traditional skills including the use of vellum, raised gold and perhaps heraldry, experimental pieces, and so on. For applied letterers, it is recommended that you also bring along pieces which show the breadth of your work and ideas. It may be difficult to bring original pieces if your work is mainly to commission. In this instance we shall need to see good quality large photographs, and plenty of working roughs, as well as a minimum of four original works.

We ask you to bring along the preliminary drafts of one piece so that we can see your working process from initial ideas to finished piece.

Apart from the roughs for one piece, however, we must stress that we do not have a check list of types of work; you may work very differently, and we want to have CLAS Fellows who reflect the whole range of lettering and the lettering arts.

Please let us know on the form if you work in applied lettering, such that we can ensure that we have people on the team who can best assess your work.

We aim for the assessment process to be as constructive, helpful and non-threatening as possible, so if you have any queries, please contact the Chair of CLAS, Sue Cavendish, our Fellowship Applications Administrator Marion McKenzie, or the Chair of the Academic Standards Board, who is currently Patricia Lovett.

As a last point, perhaps we should point out that there is no charge for the assessment for CLAS Fellowship.

With very best wishes to you, and I look forward to seeing your work.

Your sincerely,

Marion McKenzie
Fellowship Applications Officer