

Certificate of Competence

Calligraphy and Lettering Arts Society Certificates of Competence

*INFORMATION FOR LOCAL
GROUPS AND OTHERS
WHO ARE INTERESTED
IN HOSTING A CLAS
CERTIFICATE OF
COMPETENCE*



Hosting a CLAS Certificate of Competence

WHAT IS A CLAS CERTIFICATE OF COMPETENCE?

CLAS Certificates of Competence were devised, and are run by, the Calligraphy and Lettering Arts Society to give CLAS members and others the opportunity to focus on a particular aspect of calligraphy and the lettering arts over a number of months. Topics may include related alphabet styles or skills and techniques associated with the craft.

Certificates of Competence take place as four days of tuition over a period of 6–12 months. This may be four separate days or two weekends; the latter is more usual if the course is administered by a local calligraphy or interest group. Attendance on all four days is essential for submitting work for the CLAS Certificate of Competence. It has been suggested by more than one course participant that CLAS Certificates of Competence should be regarded as a course of one year with four days of input, rather than a four-day course.

Over the four days or two weekends specific calligraphic scripts or associated skills and techniques are taught by a CLAS Honoured Fellow or a CLAS Fellow with Accredited Tutor status. In general, those who teach the course are also those who initiated and devised the course and so are closely linked with its ideals and also its success.

At the end of each day, the Tutor will discuss with the group the work to be covered before the next day's or next weekend's tuition. This may be perfecting a calligraphic hand, producing a piece of work, developing skills and techniques or experimenting with the ideas covered in that session.



During and at the end of the course, specific pieces of work are identified by the Tutor to fulfil the entry requirements; these are submitted together with a folder of written notes and experiments. The folder of notes may be hand-written, typed, computer-generated or presented in whichever way is most convenient to the participant. The final submission is then sent to the Assessor.

Details of the entry requirements and the criteria against which the work will be assessed are known to the participant at the beginning of the course, and are explained by the Tutor in the first session.

The participant's work is assessed and there is a pass mark of 55%. Those who achieve this receive the *CLAS Certificate of Competence in ...* and the certificates are presented at a suitable CLAS event such as the CLAS AGM in March or Education Day in October. If successful candidates cannot attend these events then their certificates are posted to them.

IF YOU WOULD LIKE TO ADMINISTER A CLAS CERTIFICATE OF COMPETENCE FOR A CLAS AFFILIATED GROUP THEN THIS IS WHAT YOU NEED TO DO.

The very first task is to contact the Chair of the Calligraphy and Lettering Arts Society Academic Standards Board (CASB). The topic of the CLAS Certificate of Competence should accompany your request and also the proposed dates. *Please note:* dates selected should avoid annual CLAS events such as the AGM, CLAS Study Day, the CLAS Festival, and the CLAS Regional Day. The dates for these are posted on the CLAS website.

The Chair of CASB will then take the proposal to the committee for approval. *Please note that CASB meets twice a year in January and September, so ensure that the initial approach is timed to allow for this.*

Once approval has been given by CASB, there will be a Course Registration Fee which at present is £75. This is payable before the course starts. The fee covers administration and printing costs. There is also a per head charge of £10 to cover the cost of assessment and moderation, whether participants submit work or not.

TIMETABLE FOR THE COURSE ORGANISER

Before the course starts:

- 6–12 months – approach the Chair of CASB to seek approval for holding the course. Details should include proposed dates (avoiding all CLAS annual events), which particular CLAS Certificate of Competence is to be held, and the venue. *Note:* CASB meets twice a year in January and September.
- 6–12 months – once approved, check venue in detail – including Health and Safety arrangements and suitability for a CLAS course (please see page 7).
Also, check dates with the CLAS Tutor for this course to ensure that s/he is available. If any changes to the original proposed dates are necessary contact the chair of CLAS again and ensure that the new dates avoid those of CLAS annual events.
- 6–12 months – once approved, work out finances for running the course which should take into account hire of the venue, Tutor's tuition fees, Tutor's travel and accommodation, photocopying of the course literature (the assessment form is A3), postage and telephone calls, assessment of the work (£10 per head payable whether the participant enters for the Certificate of Competence or not) and the CLAS Registration Fee of £75. **Please note that those who are not members of CLAS will be required to pay more for the course than CLAS members. The difference is usually £15–£20.*
- 6–12 months – once approved, prepare an informative paragraph about the course which can be inserted into *The Edge*, details should include dates, which particular CLAS Certificate of Competence is to be held, name of the tutor, the venue and contact information (e-mail and a telephone number). Send this as an e-mail to the Editor of *The Edge*, Sue Cavendish (info@clas.co.uk), having previously alerted her to the fact and ensuring that there is an appropriate upcoming issue of *The Edge* for insertion of the information.

Also contact the CLAS Designer, who will prepare the leaflet for circulating to potential applicants. The information needed is:

- Course dates
- Tutors' names, and which dates they will be teaching
- Topics each tutor will be teaching and on which date
- Name and address of the course venue
- Named person as organiser
- Fee for the course (remember fee for CLAS members should be less than non-CLAS members)
- To whom the cheques should be made payable

At the same time, the CLAS Designer will send on the pdf for course tools and materials leaflet for distribution to successful applicants.

- 6–12 months – once approved, advertise the course to local group members and other groups too, also to members of local calligraphy classes. Contact the CLAS Regional Officer for help in advertising the course.
- 6 months – liaise with Patricia Lovett who will produce the originals of the course literature which can then be photocopied. This includes the course information leaflet, tools and materials leaflet, assessment form (A3 in size), entry submission form, etc.
- 6 months – liaise with the Tutor to ensure that all requirements are known about and covered. This should include the mobile phone numbers of both the Tutor and the course administrator, a map of the venue, travel details, and accommodation if required.
- 4 months – check on course recruitment, and encourage own students to participate if necessary.
- 4 months – contact the Tutor for the list of tools and materials and the schedule for the two weekends, photocopy, and distribute to participants.
- 2 months – ensure that all course handouts and information sheets are well presented for participants by using a good quality photocopier

with a clean screen and 100gsm paper.

- 1 month – collect together specialist supplies, etc if needed for the course.
- **1 month and not less than 3 weeks – send off a cheque to Sue Cavendish made payable to Top CLAS for the Course Registration Fee of £75 + the per head assessment fee of £10 for each participant.**
- 1 week – send list of participants to the Tutor, check on any special needs. Ensure that all preparations for course are in hand.
- Day before – collect together all course requirements, artwork, tools and materials, handouts, assessment forms, etc, and tea and coffee supplies.

Once the course starts:

- Day 1 – prepare room, put up display, welcome participants as they arrive, ensure tea and coffee supplies available. Liaise with Tutor for any special requirements on the day, layout of the room, audio-visual needs, etc.
Welcome group members, show location of tea/coffee making supplies, loos, fire exit etc.
Act as contact for the group to alert the Tutor to any problems/difficulties/misunderstandings, seek clarification of tasks set between input days, etc.
- Day 2 – as Day 1.
- Day 3 – as previous days.
- Day 4 – as previous days.

THE ORGANISER'S ROLE

The organiser's responsibilities include:

- liaising with the chair of CASB with the initial proposal;
- confirming all four dates of the course with the Tutor once the course has been approved by CASB;
- researching a suitable location for the course taking into account the usual Health and Safety requirements for CLAS courses, including water supply, sufficient space for each participant, suitable tables and chairs, board and chalk, or flip chart and pens, or whiteboard and markers, fire extinguisher, fire exit, accessibility, audio-visual aids if required and so on;
- advertising the course within the locality to local calligraphy groups and others;
- dealing with queries from those interested in the course;
- ensuring that the course recruits well by using personal contacts if necessary;
- dealing with the finances, ensuring that the course is properly costed at first to ensure that it runs economically, paying the CLAS Course Registration Fee of £75 and the per head fee of £10 at least three weeks before the course starts, paying the venue hire charges, paying the Tutor's fees and expenses;
- distributing course material before the course starts;
- dealing with administrative queries from participants;
- acting as the liaison between participants and the Tutor;
- receiving originals of course literature from Patricia Lovett, photocopying to high quality on 100 gsm paper and distributing to participants for

the Tutor if requested, although usually the Tutor will distribute these her/himself;

- ensuring that the Tutor's requirements for the course are met in terms of venue, physical resources, etc;
- being the on-site contact for participants and Tutor on the days of the course, in case of emergencies, which means having a mobile phone which is on during the day and giving out that number to the Tutor and course participants;
- organising the participants' evaluation of the course if felt to be appropriate;
- putting on a small exhibition at the end of the course, if appropriate;
- being the liaison contact if the entries for some of the successful participants are to be shown at a suitable CLAS event such as Education Day.

HEALTH AND SAFETY AND INSURANCE REQUIREMENTS

Accommodation and equipment should be sufficient for the purposes of the CLAS Certificate of Competence proposed, and should meet health and safety requirements.

The organiser must ensure personally that the environment is safe for effective teaching to take place, and that the physical resources such as space for each participant, water supply, supporting audio visual equipment, etc is in place. The organiser should ensure that the venue has a current Health and Safety Certificate.

It is a requirement that any CLAS Affiliated Group in the UK running a CLAS Certificate of Competence as approved by CLAS according to this booklet is covered by Public Liability Insurance arranged through CLAS.

For details of this, please contact David Lloyd:
calligrapher@waitrose.com

CHECK LIST FOR THE COURSE ORGANISER:

- Contact the Chair of CASB with proposed dates, venue, and named Certificate of Competence course.
- Once approved by CASB, contact Tutor to confirm dates, visit the venue for health and safety checks and, if suitable, hire venue for confirmed dates, liaise with Chair of CASB for course information, publicity, tools and materials list etc.
- Advertise course locally and in The Edge.
- Keep a list of applicants with contact details. Prepare this as a register for the Tutor.
- Send tools and materials list to participants, and map of venue with directions.
- Liaise with Tutor to confirm location of venue, class list and contact details, specific venue requirements, and emergency mobile contact phone number for the course.
- At least three weeks before the course starts send off cheque for the Course Registration Fee of £75 and the assessment fees (number of participants × £10) made payable to Top CLAS to Sue Cavendish, 54 Boileau Road, London SW13 9BL.
- Ensure that all course literature such as assessment forms, submission details, etc are photocopied to a high standard and are ready for the Tutor.
- Liaise with Tutor the day before the course to ensure that everything is satisfactory and venue, accommodation, travel etc are acceptable, and that emergency contact mobile phone numbers work.
- On the course day ensure that tea, coffee, milk, sugar, biscuits, etc are available, plus mug for Tutor, venue is accessible and light and warm, etc etc.