



CALLIGRAPHY & LETTERING ARTS SOCIETY

CLAS is a charity registered with the Charity Commission of England and Wales No.1046526

www.clas.co.uk

Application to become a CLAS Accredited Tutor

Name

Address

Postcode

Telephone

Email

I hold at least one of the following (please tick) and I am attaching a photocopy of my award/s:

CLAS Intermediate Diploma with Merit or above

CLAS Advanced Diploma

CLAS Fellowship

SSI Fellowship

Kensington Palace Diploma

Roehampton BA Calligraphy/B/Binding

Surrey Higher Diploma Calligraphy/Heraldry/Illumination

Reigate HND Lettering

London Art School City & Guilds Diploma in Lettering

Roehampton Certificate Calligraphy/Bookbinding

Roehampton Diploma Calligraphy

Other (please give details)

EITHER I hold at least one of the following teaching qualifications (please tick) and I am attaching a photocopy of my award/s:

CLAS Certificate of Skills in Teaching Calligraphy

Level 3 award in Education and Training

Level 4 PTLLS

City & Guilds FAETC 7306/7

City & Guilds Stage 1

PGCE

BA Education

Other (please give details)

OR I do not hold a teaching qualification and I have instead undertaken a written study of a term of calligraphy teaching*:

I am attaching a first draft of my study

*details of what is required for the study can be found on the website

(ALL APPLICANTS) I am attaching the following teaching exemplars which are my own work:

Foundational (required)

Roman Capitals (required)

Italic (required)

Uncial (required)

Others (please specify)

Please check the website for the current fee and pay using the button on the website, clearly identifying your payment:

I have paid the fee of _____ for my application

I have paid an additional fee _____ for assessment of my study, if required

Please send the completed form to the administrator at accredtutors@clas.co.uk.

Notes to Help with Completing the Form

Any tutor who is a member of CLAS is welcome to apply for accreditation.

This will entitle you to:

- Have your name and contact details listed on the **CLAS website**;
- Be included in the Tutors & Talkers Information that is circulated to affiliated groups and published on the **website**;
- Have your workshops and courses featured in **CLASnews**.

The form requests details of your calligraphic and teaching qualifications.

If you do not hold a formal teaching qualification but are able to devote time to writing up a **Study of a Term's Classes**, you may still achieve CLAS Accredited Tutor status.

The Study (Developing Students' Learning) is an in-depth account of how you plan, deliver, and evaluate a programme of work with a class. It should cover 8–10 consecutive two-hour lessons, or an equivalent series of linked workshops with the same group of students. Assessment is criterion-referenced and carried out by two assessors.

If you choose to undertake this Study, you are encouraged to review examples of successful submissions from previous candidates to understand what is involved. Please contact the Administrator for assistance with accessing these.

A separate leaflet detailing how to write up your Study is available on the website. Alternatively, you may contact the Administrator if you require further information.

Once you begin, it is advisable to send a draft lesson plan and evaluation to the Administrator for feedback before submitting your completed Study.

When the assessors are satisfied that you have met the requirements, and once the relevant fee has been paid, your certificate will be presented at a CLAS event or posted to you if you are unable to attend.

Administrator: Liz Barrow

E-mail: accredtutor@clas.co.uk