

I am applying for CLAS Tutor Accreditation

Name _____

Address _____

Postcode _____ Telephone _____

e-mail _____

My Calligraphy qualification is _____

EITHER My teaching qualification is _____

And I enclose a photocopy of the certificate, samples of my lettering exemplars and a scheme of work & lesson plan, if your qualification is not in teaching calligraphy, (these images can be emailed if preferred), before payment) together with the certification fee of £25

OR : I have no teaching qualification so I intend to undertake the written DSL Study which is planned to start on (date)

_____ I will enclose the fee of £75 when I send in my draft lesson plan/ observation/ evaluation of the first session plus samples of my lettering exemplars.

cheque made out to CLAS and sent to the Administrator—
email for the address **accredtutors@clas.co.uk**



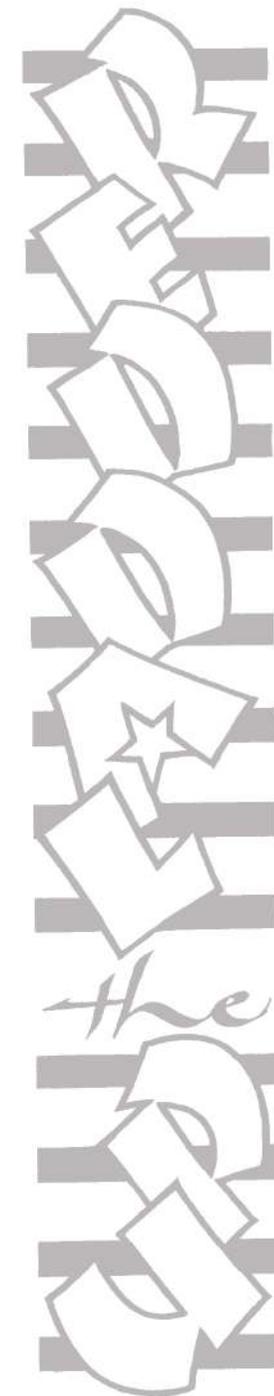
The Calligraphy and
Lettering Arts Society

How to apply To become a CLAS Accredited Tutor

www.clas.co.uk

*CLAS is a charity registered with the Charities Commission,
Number 1046526*

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How to become a CLAS Accredited Tutor

Any tutor who is a member of CLAS is welcome to apply for accreditation. This will entitle you to have your name & contact details listed on the **CLAS website**, to be included in the **Tutors & Talkers** Information that is circulated to affiliated Groups, and to have your weekend (or longer) courses included in **The Edge** Course listings.

The requirements are: Calligraphic ability and teaching ability. If you have no formal teaching qualification, you can still apply if you undertake the written Study—a write-up of a term’s teaching. In all cases we will ask for samples of your calligraphy exemplars.

CALLIGRAPHIC ABILITY

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

Fellowship of CLAS, Fellowship of SS, Diploma from the Kensington palace course, Roehampton BA in Calligraphy & Bookbinding, 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, Certificate or Diploma in Calligraphy from Roehampton. *Other qualifications by application (the CASB Committee's decision is final).*

TEACHING ABILITY

Either:

The current qualification available is a level 4 award known as PTLLS—Preparing to Teach in the Lifelong Learning Sector, and this would be the acceptable minimum requirement.

Older qualifications might include City & Guilds Further Education Adult Teachers' Certificate. (FAETC) 7306, 7307 or the updated versions, Stage I, or you may have a training qualification gained in your ; please provide details when applying.

We will ask for a sample lesson plan, observation and evaluation for one recent session teaching calligraphy, and examples of your calligraphy exemplars.

Or: write up the Study

DEVELOPING STUDENTS' LEARNING

If you have no teaching qualification, but can devote the time to writing up a Study of a term’s classes then you will still be able to achieve CLAS Accredited Tutor status.

You will need to have one session observed by a CLAS nominated assessor. We will endeavor to find one within your locality but we ask you to reimburse his/her travel costs. If the nearest is still some distance away, overnight accommodation may be necessary; please discuss this with the administrator.

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. The criteria are shown here.

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.

There is a separate leaflet detailing how to write up your Study, which will be sent to you when you apply.

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.

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

CERTIFICATION FEES

Assessment of the Study plus certification will cost £75 .

If you meet all the requirements without needing to write up the Study, the charge for administration and certification will be £25.

Administrator: Josie Brown

Details correct April 2018, check the website www.clas.co.uk



ASSESSORS' CHECKLIST/ CRITERIA <i>this is what will be looked for in your Study</i>
Presentation: well organised, with index, appendix
Does Study cover 8 – 10 two-hour sessions or equivalent?
Exemplars: tutor's own are of good quality,
Section A: i. Scheme of Work is clear and concise ii. The Teaching Situation is described sufficiently to give a clear picture; how well have student <i>needs</i> been addressed as distinct from <i>preferences</i> ?
iii. Basic Teaching & management Strategy: good
iv Resources are outlined
Section B i. session planning concisely includes aims, object
ii. Observation & analysis is an objective description of what occurred, related to lesson plan?
iii. Evaluation: successes celebrated, less successful results noted? Evidence that evaluation affected future planning?
Section C Candidate's final evaluation of the programme shows that what he/she has learned will inform future teaching?