



## CALLIGRAPHY & LETTERING ARTS SOCIETY

### CLAS CERTIFICATE OF SKILLS COURSES A Guide for the Course Organiser

#### **What is a CLAS Certificate of Skills Course?**

The Certificate of Skills courses have been devised by CLAS to give calligraphers the opportunity to focus on a particular aspect of calligraphy or the lettering arts over a number of months.

The courses are not suitable for complete beginners.

Topics include alphabet styles and skills and techniques associated with the craft of calligraphy. The Certificate of Skills Course consists of four linked days of tuition (6 days for the Teaching Calligraphy Certificate of Skills) over a period of about twelve months with plenty of homework to do in between. Please note that these should not be thought of as separate workshops; attendance on all four / six days and submission of work for assessment are essential to gain the relevant certificate.

CLAS Accredited tutors and / or CLAS Fellows teach the Certificate of Skills Courses. They are also the same tutors who initiated and devised the courses & are therefore closely linked with the ideals & success of their course.

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

During and at the end of the course, specific pieces of work will be set by the tutor to fulfil the certificate requirement. These are submitted together with a folder of written notes & experiments. The final submission for assessment is usually made 3 months from the date of the last session. Assessment is by the course tutor.

Details of the entry requirements and the assessment criteria are provided for the participants at the beginning of the course and are explained by the tutor at the first session.

The pass mark is 55% (75% for the Teaching Calligraphy Certificate of Skills). Those who achieve a Pass will be presented with a certificate & will be asked to showcase work at the CLAS AGM.

Courses can be held at any location in the country and require a named person as Course Organiser who will take on the local organisation of venue, contact and recruitment.

CLAS will initially act as coordinator between tutors and Course Organisers and provide any advice and support that may be needed during the course set-up.

#### **What a Course Organiser needs to do**

Having contacted the Certificate of Skills Administrator, ([ladder@clas.co.uk](mailto:ladder@clas.co.uk)), the next tasks for the Course Organiser are as follows:

1. The Course Organiser should recruit sufficient people to the course to make it viable. Experience has shown that, depending on the cost of the venue, and how far this is away from where the tutors live, 10 to 12 people will usually be about right. CLAS has set a maximum of 12 students per course. Recruitment could be through personal contacts, and/or by contacting local calligraphy groups. Local groups usually have a newsletter where the proposed course could be announced. If necessary, the Certificate of Skills Administrator can arrange to include information about the proposed course in CLAS News and on CLAS social media sites.

2. Identify a suitable venue for the course to be held. This could be the usual venue used by a local calligraphy group, or a local school, or village hall. Accommodation and equipment should be sufficient for the purposes of the CLAS Course proposed, and should meet health and safety requirements.

The Course Organiser must ensure that the environment is safe for effective teaching to take place, and that the physical resources such as furniture, space for each participant, water supply, lavatories, supporting audio visual equipment if required, etc. are suitable. It is also the job of the Course Organiser to provide refreshments for workshops – tea, coffee, milk, biscuits, etc.

All CLAS tutors are covered by Public Liability Insurance. The Course Organiser should ensure that the venue has a current Health and Safety Certificate.

3. The Organiser liaises with the relevant tutor to arrange a selection of suitable dates. Ideally the sessions should be spread over one academic year, for example:

Session 1	between September and December
Session 2	between January and March
Session 3	in April or May
Session 4	in June or July

Dates should avoid any major calligraphy event and also avoid any meetings or workshops arranged by nearby local groups.

4. Once the Course Organiser has agreed the dates with the venue and the tutors, they must pass on all the information to the Certificate of Skills Administrator, in order for CLAS to be compliant with the requirements of the Charity Commission.

5. If accommodation is required for the tutors, the Course Organiser must locate and organise this. Tutors can stay with one of the participants on the course to keep the overall costs down, but check with the tutors first that they are happy with this solution!

6. The Course Organiser should also have a mobile 'phone and e-mail address such that those on the course can make contact if necessary.

### Working out the Course budget

The Course Organiser is in charge of the budget which will vary depending on the venue and the tutors' travel expenses. The cost to each student will then depend on the number of participating students. Below is a typical breakdown of a budget for a 4-day course.

#### Example of a budget calculation

Venue hire	4 sessions	variable cost	£70 x 4	£280
Tutor fee	4 sessions	set fee	£300 x 4	£1200
Tutor assessment fee	1 day	set fee	£300 x 1	£300
Tutor travel expenses	2 sessions	variable cost	£70 x 4	£280
Tutors' accommodation	4 sessions	variable cost	(if required)	
Refreshments (tea, coffee etc)	4 sessions	variable cost	£20 x 1	£20
CLAS Course franchise fee	One-off	set fee	£75 x 1	£75
			<b>TOTAL</b>	<b>£2155</b>

This means that, in this example, if there were 10 students the fee per person would be £215.50, whilst if there were 12 students the cost to each person would be £180.

If the Course Organiser is a member of a local group, all administration should be taken on by the Local Group's Treasurer to facilitate the cash flow.

Payment to CLAS is required one month before the course starts. This payment should include all of the above amounts except venue hire and refreshments

If the Course Organiser is not a member of a local group or the local group does not want to act as Course Treasury simply inform the Certificate of Skills Administrator and an alternative can be arranged via the CLAS Treasurer.

### What to prepare and check for each session

Course preparation is much the same as a local group's regular workshop preparation. Here are the main points:

1. Liaise with the tutors beforehand for any special requirements on the day, audio-visual needs, etc. Also check how the tutor wants the room set up, i.e. rows as in classroom style, in a square etc.
2. Make sure the contact mobile 'phone is switched on so that those who have difficulty in finding the venue or encounter a problem can call in.
3. Prepare the room, arrange tables and chairs if necessary, welcome participants as they arrive. Tutors will need a chair and one table for teaching, and two large tables in addition for displaying work.
4. Ensure tea, coffee, milk, biscuits supplies are available.
5. Welcome students, show them the kitchen, lavatories, fire exit etc.
6. Act as contact for the group to alert the tutor to any problems/difficulties/misunderstandings, seek clarification of tasks set between input days if necessary etc.
7. When the course has ended, arrange and send any feedback to the Certificate of Skills Administrator.

Last but not least....

The CLAS Certificate of Skills Administrator is here to help and support you.

For any further information or questions please contact: [ladder@clas.co.uk](mailto:ladder@clas.co.uk)

Details correct as of March 2020 © The Certificate of Skills Courses have been written exclusively for CLAS.